# DEPARTMENT OF ARKANSAS 2021-2022 KIMBERLY DAVIS, PRESIDENT "MY HEART REVS FOR HEROES"



# Programs & Roster

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### Roster

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# DEPARTMENT OF ARKANSAS 2021-2022 Kimberly Davis, President



Hello Comrades, Brothers and Sisters! I am honored and humbled to serve as your 2021-2022 VFW Auxiliary Department of Arkansas President. As a vital organization to support veterans, families and communities, there are things we must do, not only to survive but to THRIVE!

We each have talents to serve this purpose and together we can make a positive impact, every day!

We have faced some exhausting challenges and we are still coping with the changes a pandemic has caused. If you are reading this, it is because you want to improve the life of a veteran and continue to serve in our communities. I want you to know you are appreciated! National President Jean Hamil's theme is "Soaring Above and Beyond". We can accomplish our goals and overcome obstacles by continuing to work together: investing in new members, honoring past ones and staying excited to still serve in our community. My theme is "My Heart REVS for Heroes". This comes from how my life has evolved since meeting my husband. I had a revving heart for him from the start and soon was learning to love to ride motorcycles and honor our nation's heroes.

He has been a member of the VFW since 1985 and I joined the VFW Auxiliary in 2012. We have served with these great organizations ever since, made a host of friends that we consider family and never stopped working and being there for our heroes.

I work in the healthcare field and have to find solutions to challenges every day. This has taught me to think outside the box and to never give up. I've also learned the value of teamwork and perseverance.

You are a vital part of Team Arkansas and I am so thankful for your support, mentorship, service and respect.

With new challenges comes new opportunities! Let's each grow our organization by mentoring someone, including and recognizing new talent, investing in our future and honoring our past members. My Heart REVS for Heroes and Soaring Above and Beyond together, we will achieve excellence!

With love and respect, Kim Davis



### 2021-2022

### Mark Davis, VFW Department Commander Comrades and Auxiliary:

I am humbled and honored to be elected as the Arkansas State Commander for the Veterans of Foreign Wars. With that being said, we had a great last year under Commander Barnes and plans are in the works to keep this train on track for another year. We cannot do this without your help and support.

This year, I am asking for a lot from Posts because we have a lot of Programs that are in need, including Buddy Poppy, UNMET Needs, Nick Bacon Scholarship, and youth programs throughout the State. These are programs that are particularly important to our organization. We must support veterans and their families.

My motto for the year is "THE LAST TO LET YOU DOWN". We must support our veterans and not forget the families too. If there is anything that my Team cannot take care of, I am here and available at any time to get things going in the right direction.

I am proud to be working with State Auxiliary President Kim Davis. We have a wonderful project "Warfighter Advance" This is a 1-week program that assists Veterans in coping with PTSD and TBI (traumatic brain injury) without medication and helps them reclaim the ability to get back out into the community and thrive. I appreciate your support in helping Veterans and their families live the best life. Please support us and have fun.

I honestly believe "Team Arkansas" has the best leadership team and membership in the VFW. We are "THE LAST TO LET YOU DOWN."

I thank you for your support and look forward to seeing everyone in my travels.

# 2020-2021 Veterans of Foreign Wars Auxiliary National Officers













President Jean Hamil (center) Senior Vice-President Jane Reape (upper left, then clockwise) Junior Vice-Carla Martinez Chaplain Brenda Bryant Conductress Lois Callahan Secretary-Treasurer Ann Panteleakos



As we embrace this new Program Year, we look forward to a much brighter 2021-2022. While the 2020-2021 Program Year challenged us in ways we never expected, our members have shown resilience and proven their loyalty and dedication to our organization time and time again. You adapted to challenging circumstances and continued to support our mission of serving veterans, service members, their families and unforeseen obstacles.We never stopped working our National Programs and we never stopped being there for our heroes.

Throughout my years in the Auxiliary, my inspiration has come from the knowledge and guidance of my mentors, at every level. Many of them have passed on, but they're always with us in our hearts and minds. They are like the cardinal you will see on the cover: always watching over us. You may have heard this saying before — "Those we love don't go away; they fly beside us every day." This brought me to my theme of **Soaring Above and Beyond** as we merge our past with our present and take our organization into the future.

We have 11 National Ambassadors this year, each a vital piece of our Auxiliary puzzle that, when complete, forms a comprehensive vision of who we are and what we need to do. Under their direction, we're positioning our great organization for success. The Programs you will read about in detail in this book are a resource to empower you, our members, with the tools you need to continue to remain focused on our Programs and the importance of promoting them in our communities.

We will continue Mentoring for Leadership, now in its third year, as we encourage and guide our members on all levels to step up and be leaders! This time, we've decided to combine the Mentoring for Leadership Program with Chief of Staff. We feel like it is a great combination. It puts together two roles with one common goal of fostering a legacy of healthy Auxiliaries supported by members who are ready (prepared) and willing to take over leadership roles.

Auxiliary Community Outreach will continue into its second year We have had a lot of good experience refining this Program that is all about donating time to other organizations and being visible in our communities. We're excited for many new opportunities to come with Auxiliary Community Outreach.

Let's shoot for the moon, set ambitious goals for ourselves and strive to achieve them. No matter what, *Soaring Above and Beyond* together, we will accomplish great things along the way for the VFW Auxiliary and our veterans, service members, their families and communities. Loyally, Jean Hamil National President



### "MY HEART REVS FOR HEROES" PROGRAM CHAIRMAN ALL LEVELS

- Your goals and projects should focus around what you must do to accomplish the goals set in this program guide. If you know what is expected it is easier to plan. You should report a minimum of twice from July 1, 2021 to April 1, 2022. On your first report include activity from April 15, 2020 to the report date you are working on. "Planning now to be where you should be at the end of the year makes the team stronger."
- 2. Once you have your program planned, you need to recruit members of your auxiliary to help you and build a committee. Have regular meetings with your committee, be it on a social media, chat on the phone or in person. And keep your auxiliary informed of your progress at each meeting. IF YOU MUST BE ABSENT SEND A REPORT TO THE PRESIDENT.
- 3. When you are involved with teachers, judges, government officials or media people be sure to FOLLOW UP with them and make sure they have all information in time to meet your goal date. If you need to make arrangements for the use of a public building, be sure to allow plenty of time, and have alternate arrangements ready in case changes need to be made. Call and confirm the arrangements as the event gets closer.
- 4. Keep good records. Use a 3-ring notebook or folder with all the details of your program or project. Include the number of hours worked, how many members and non-members participated, the number of hours each person spent on planning, shopping and executing the project, and the amount of money spent. Also include the number of individuals that benefitted from this project. Use sign-in sheets!!! Reporting often is a key to success.
- 5. Remember, the job is not done until the paperwork is done. Complete your report on each project as soon as possible, while everything is still fresh in your mind. Send your reports to your Department Chairmen as they are completed and ANSWER ALL THE QUESTIONS. Leave nothing blank. The more details, copies of checks, pictures and news clipping the better.
- 6. Don't be afraid to ask questions. Call your Department Chairman if you are in doubt about something you are doing, or don't understand one of the goals in her program. They will be thrilled to know you are working on the program and will be excited to help you.
- 7. Have FUN! Smile!!!! We have important work to do for our Veterans, but no one said we can't have fun doing it. If you are enthusiastic then the people working with you will be also.

### ALWAYS PUT YOUR POSITIVE ATTITUDE OUT FOR ALL TO SEE, IN PRINT, ON SOCIAL MEDIA AND IN PERSON.

Always use these resources:

Facebook: VFW Auxiliary Dept. of Arkansas <u>www.vfwauxiliary.org</u> <u>www.vfw.org</u> <u>www.vfwar.org</u> <u>www.vfwstore.org</u> or 1-800-821-2606 for brochures or free packets of information.

### Who Do I Contact or Where Do I Send It? Please, Please Please! Dispose of all old forms!!!!

Where Do I Send A Donation? Who Do I Ask for Help? The information on this page has been provided to be helpful and makes your jobs easier. **Please Please, dispose of all old forms**, they will not provide you with the correct questions for reporting purposes and Audits CAN be lost if you use old forms.

#### Please make all requests in writing for a faster resolution to your question.

AAAA	Any Problem, Question or Point of Order Inspection Reports (District Presidents) Dept. Rep. Completed Forms Invitations to Special Functions	Kimberly Davis VFWA Department President 870-476-4963 kdgun11@gmail.com			
$\mathbf{\lambda}$	National and Department Dues	MALTA or			
$\triangleright$	Quarterly Audits (Auxiliary & Districts)	Linda Evans			
$\triangleright$	Cancer Aid & Research Donations (MALTA)	or VFWA Dept. Treasurer			
$\triangleright$	ALL HOSPITAL DONATIONS	revans123@windstregm.net			
$\triangleright$	10% Buddy Poppy Contribution				
$\triangleright$	New Membership Applications				
$\succ$	Presidents Project Donations (earmarked Presidents Project)				
$\triangleright$	Department Convention Delegates & Registration fee.				

Ways & Mean Donations All other money not listed otherwise.

### District Dues & Delegates are sent to your District Treasurer District Delegates are sent to your District Secretary

r					
$\succ$	Auxiliary View Questions	Laurie Herman			
$\succ$	Change of Address or Name MALTA and	VFWA Dept. Secretary			
$\succ$	Change in meeting time or day MALTA and	laurhb@aol.com			
$\succ$	Report of Elections MALTA and				
$\succ$	Changes in Auxiliary Dues Amount MALTA and				
$\succ$	Changes in Auxiliary President, Secretary or Trea	asurer			
		VFW Auxiliary			
$\succ$	Health and Happiness Christmas Fund (MALTA) 406 W. 34 <sup>th</sup> Street 10 <sup>th</sup> Floor				
$\succ$					
$\succ$	National Convention Advance Registration(MALTA)	ONLINE - MALTA			
$\succ$	Supply Orders WWW.VFW.Org or V.F.W. Kansas City, MO 64111				
***	************	*******			
$\succ$	National Home <b>for Children</b>	VFW National Home for Children			
	Life Membership Request	3573 Waverly Road			
$\triangleright$		Eaton Rapids, MI 48827			
$\succ$	National Home Brick Orders	• •			

### "Circle of Excellence" Guidelines 2021-2022 Auxiliary & District Presidents

Kimberly Davis 870-476-4963 kdgun11@gmail.com

### EVERY PRESIDENT CAN ACHIEVE THIS LEVEL OF EXCELLENCE

Every President can achieve this award and be honored at our 2022 Department Convention. What a proud moment it would be for Arkansas to have our National Representative hand out the award to every President! The Circle of Excellence! It's yours if you follow the guidelines and check off all the requirements as they are completed.

The following list is what a President must help make happen in order to be eligible for the **"Circle of Excellence"**. Once achieved, you will forever be a member of the "Circle". The National Program Book has listed a points system and I will be using something very similar when I begin to review your end of year reports.

Auxiliary and District Visit Reports, Chief of Staff Reported, MALTA Reports, and Program Chairmen reports will be used to determine if you qualify. The Auxiliary or District Achievement Report along with your 300 word or less summary of activities must be received by me by May 1<sup>st</sup> 2022.

### "Circle of Excellence" CHECKLIST

### A Circle of Excellence Auxiliary or District President should be able to check each item off the list:

### If you have any questions contact me early in the program year. Membership will be based on the Paid Total listed on the CMR in MALTA

1.

### Growth in Membership:

- 101% Plus by May 1, 2022, based on June 30, 2021 final membership statistics.
- Auxiliary MUST mail dues notices by November 30, 2021
- President MUST recruit one new or reinstated member by December 31, 2021
- Auxiliary MUST retain 90% of its membership by 4-15-2022.

### 2. Comply with Bylaws/Administrative Follow Through:

- □ A minimum of 10 monthly meetings with 5 members in good standing of that Auxiliary in attendance
- Dues paid on a minimum of 10 members on or before February 1, 2022 Must have
- □ submitted quarterly Audits within 30 days of quarter end, or a request for an extension before that date.
  - □ Installation Report received by Department by June 30th
- □ Auxiliaries must be bonded by August 30, 2021. Auxiliary Officers (Presidents, Secretaries and Treasurers) dues paid by December 31, 2021 or a letter/email to relieve any non-paid officer to Department before that date.

### 3. Auxiliary Communication:

- Auxiliary SHOULD have an active Facebook page, with at least one monthly post.
- Auxiliary MUST attempt to communicate with every member at least twice by one or more of the following ways: email, mail, phone, website, Facebook, General Orders, newsletter, e-newsletter. Please describe your Auxiliary communication methods and date with copy of communication attached to yearend report.
- □ If a member's address is unknown or mail is returned notify Department Secretary/Treasurer and/or update MALTA to place a hold on mailings to that member.

#### 4. Training:

- Auxiliary MUST hold or attend at least one school of instruction/training event on programs and organizational knowledge.
- Auxiliary MUST attend/promote the Online Auxiliary Academy to include MALTA videos at least one time at a Department or District organized training/school of instruction/meeting/convention/event.

### 5. Programs Participation and Reporting:

- Auxiliary SHOULD complete ALL Program Reports a minimum of twice in the program year.
- Auxiliary MUST document ALL program donations with receipts, copies of checks and photos and or/ any other documents. Malta donations create a receipt for your convenience.
- □ What did your Auxiliary do to engage every member in the work of the organization? List any reasons for non-participation in programs in your yearend report. This is to get an idea of why an Auxiliary chooses not to participate in any programs or any one program.
- The Auxiliary or District Achievement Report along with your 300 word or less summary of activities must be received by me by April 15, 2022.

### 6. Obligations:

- Auxiliary MUST make Health & Happiness donation to the VFW National Home.
- Auxiliary MUST make a Donation to Cancer Aid. (Cancer Grants)
- Auxiliary SHOULD make a donation to the Department Hospital Program.
- Auxiliary SHOULD make a donation to VFW National Military Services. Auxiliary
   SHOULD make a donation to the Department Presidents Project. Auxiliary SHOULD
   purchase a Life Membership in the VFW National Home.

### 2021 – 2022 Auxiliary Presidents "MY HEART REVS FOR HEROES"

# **Achievement Report**

Kimberly Davis 870-476-4963 kdgun11@gmail.com

DEADLINE April 15, 2022

This report form must be completed by the Auxiliary President and received by the Department President by April 15, 2022. Please use additional paper to answer questions.

Write and attach your report of the activities and highlights and what makes your Auxiliary outstanding. Limit the summary to 300 words or less, typed double spaced at least 12 point font.

President's Name	Phone #

 Auxiliary # \_\_\_\_\_
 District # \_\_\_\_\_
 April 15, 2022 Membership \_\_\_\_\_

- 1. How many official auxiliary meetings were held by you? Did you have at least 10 meetings? \_\_\_\_\_ Did you have a quorum of 5 at very meeting?
- 2. How many District meetings are held? \_\_\_\_\_ and how many did you attend? \_\_\_\_\_ Did your Sr. or Jr. Vice represent you if you were absent from meetings? Did you notify the President of your need to be absent \_\_\_\_\_?
- 3. Were all quarterly audits completed and sent to Department Treasurer on time?
- 4. Were President and treasurer bonded by 8/31/21?
- 5. Did you attend: Leadership \_\_\_\_\_ Fall Festival \_\_\_\_\_ Mid-Winter \_\_\_\_\_ If unable did you notify Department President? \_\_\_\_\_ Did your Sr. or Jr. Attend\_\_\_\_\_
- 6. How did you train your members on the new MALTA program?
- 7. How much did you donate to the Department Hospital Fund? How much did your Auxiliary donate to CAR? \$\_\_\_\_\_\_ How much did you send for Health & Happiness to National Home? \$\_\_\_\_\_
- 8. How much did your auxiliary donate to National Military Services National fund? \$\_\_\_\_\_
- 9. Tell me in your own words how Department and National Auxiliary programs were promoted in your Auxiliary \_\_\_\_\_

10. Describe your auxiliary's most outstanding project\_\_\_\_\_

# 2021 – 2022 District Presidents

"MY HEART REVS FOR HEROES"

# **Achievement Report**

Kimberly Davis 870-476-4963 kdgun11@gmail.com

### DEADLINE April 15, 2022

This report form must be completed by the District President and received by the Department President by April 15, 2022. Please use additional paper to answer questions.

Write and attach your report of the activities and highlights and what makes your Auxiliary outstanding. Limit the summary to 300 words or less, typed double spaced at least 12 point font.

	I Hone #	
xiliary #	District # April 15, 2022 Membership	
Did you District hav	e growth in membership? How many new members	
How many District	neetings are held? and how many did you attend?	
Did your Sr. or Ji	. Vice represent you is you were absent from meetings?	
Did you notify th	e Department President of your need to be absent?	
Were all quarterly a	udits completed and sent to Department Treasurer on time?	
Were President and	Treasurer bonded by 8/31/21?	
Did you attend: Lead	ership Fall Festival Mid-Winter	
1 <sup>st</sup> Council Mee	ting2 <sup>nd</sup> Council Meeting,3 <sup>rd</sup> Council Meeting	
Did your Sr. or Ji	. Vice represent you if you were absent from meetings?	
Did you notify th	e Department President of your need to be absent?	
Department or A	uxiliary Family Freedom Event Where was it held?	
How often did you c	ommunicate with your Auxiliaries, what method did you use and what	
worked best for you	?	
Do you have an activ	e account on MALTA? Did you hold training on Malta with you	r
Auxiliaries?	How did you train?	
Did have training w	th your auxiliaries on the On Line Academy? Which topic?	
		d in
	Did you District have How many District m Did your Sr. or Jr. Did you notify the Were all quarterly at Were President and Did you attend: Lead 1 <sup>st</sup> Council Meet Did your Sr. or Jr. Did you notify the Department or A How often did you co worked best for you? Do you have an activ Auxiliaries? Did have training with Tell me in your own	esident's Name       Phone #

### **Outstanding Performance**

### "MY HEART REVS FOR HEROES"

### Awards for Auxiliary Chairmen

The Outstanding Performance Awards will be given at the June 2022 Convention to recognize and say thank you to hardworking Auxiliaries and Auxiliary Chairmen who have gone that extra mile and given that extra amount of effort to provide support to Veterans or their Families.

The Outstanding Performance Award

First Place Department a "My Heart Revs for Heroes" monetary award to the Auxiliary in each Membership Group, and a Citation to the Runner-up.

### **Programs Judged:**

- ✓ Veterans & Family Support
- ✓ Americanism
- ✓ Auxiliary Community Outreach
- ✓ Buddy Poppy & National Home
- ✓ Chief of Staff
- ✓ Historian & Media Relations
- ✓ Hospital
- ✓ Legislative
- ✓ Membership
- ✓ Mentoring for Leadership
- ✓ Presidents Special Project
- ✓ Scholarships
- ✓ Youth Activities

### The Selection

The Program Chairman of each program listed above will select the recipients. Auxiliaries will be judged on quality, creativity and originality of all reports, communications, promotions and events..

### **Required:**

A minimum of 2 reports about the promotion of the program is required for an Outstanding Award. Receipts, copies of checks, must be included for donation or purchases you SHOULD also include photos, news clippings and even screen shots of social media announcements to document the information provided on all program reports.

# **Americanism** "MY HEART REVS FOR HEROES"

### **PROGRAM GOALS**

Flag Education Promote Patriotism POW/MIA Recognition Star Family Recognition Tommy Hughes 479-857-3592 southernmountainman@gmail.com

This Program is one of the easiest to promote in our Auxiliaries. If we demonstrate patriotism in our daily lives we are leading by example. Americanism is defined as "an unfailing love of country, loyalty to its institutions and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and posterity". Patriotism is defined as "devotion to one's country". As the relatives of Patriotic Veterans, we understand the sacrifices made for these values, so let our actions as VFW Auxiliary members not only reflect these principles but strive to instill them in others.

**Patriotic Instructors:** Make sure you are up-to-date on the VFW Auxiliary Ritual and the Federal Flag Code. Teach your members the traditions of our Auxiliary Ritual and the Auxiliary ceremonies. Hold at least one training session to show the proper salute, the reciting of the Pledge of Allegiance, how to stand at ease, and the meaning of the gavel raps.

### Promote and Teach Flag Education: Respect the Flag – Engage the Community

Flag Education in the Classroom Teach and hold Flag Retirement Ceremonies Recognize Outstanding Community Flag Displays

### Promote Patriotism by Celebrating Patriotic Holidays

Loyalty Day - May 1	Armed Forces Day	- May 15	Memorial Day - May 31
Flag Day - June 14	Independence Day	- July 4	Patriot Day - September 11
POW/MIA Recognition Day - Se	ptember 17	Gold Star Mot	her & Family - September 26
Veterans Day - N	lovember 11	Pearl Harbor Da	ay - December 7
Natio	nal Viatnam War Vat	orang Day Mar	ch 20

National Vietnam War Veterans Day – March 29

### Promote POW/MIA Recognition: Explain & display the Missing Man Table

### Participate in the Smart/Maher VFW National Citizenship Education Teacher Award

Examples of Activities from Award-Winning Teachers: Field Trips to City Hall, Community Volunteering, hosting Veterans in the classroom, projects that foster development of democratic values and beliefs.

### **Auxiliary Awards**

- 1) Outstanding Performance Awards as outlined on page 13 of this program book.
- 2) Citation in each Membership Group for the most unique **Patriotic Holiday** promotion.
- 3) Citation in each Membership Group for the best promotion of POW/MIA program
- 4) Citation in each Membership Group for the best promotion of **Recognizing Businesses or Citizens** for their displays of U.S. or POW/MIA flag or American pride
- 5) Citation in each Membership Group for the best recognition of either, Blue, Gold, Silver and or White Star Mothers and Families.
- 6) Citation in each Membership Group for the best promotion of Patriotic education both in the Auxiliary and/or in the community.

Americanism

### "MY HEART REVS FOR HEROES"

Aux. #	District #	City		Membership Group
Chairman's Name:		-	Phone #:	
Always use	additional paper if ne	cessary, to pro	vide details	of your project or program
Report Deadlines:	November 15, 2021 a	und April 15,	2022. I	Date of this report:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Tommy Hughes 479-857-3592 southernmountainman@gmail.com

#### 

1. Did your Auxiliary conduct Patriotic Holidays? \_\_\_\_. How many? \_\_\_\_Describe the best patriotic holiday or special programs that your auxiliary planed or participate in? \_\_\_\_\_\_

- 2. Number of American Flags presented (at least 2" x 3" or larger)?
- 3. Did your Auxiliary participate in POW/MIA Programs: \_\_\_\_\_\_
- 4. Number of POW/MIA Flags presented (at least 2" x 3")
- 5. Number of certificates presented to businesses or citizens for displaying the U.S. and/or POW/MIA flags or other displays of American Pride?
- 6. Did your Auxiliary recognize Blue, Gold, Silver and or White Star Mothers & Families?
- 7. Did your Auxiliary conduct patriotic education in the community?

For example, assist the Post, taking the contest into schools or make a donation.

How many? \_\_\_\_\_ What did you do to promote patriotic education in your Auxiliary and/ or community? \_\_\_\_\_

Attach or list any media you may have used to promote this program\_\_\_\_\_

### Attach any media used to support these activities.

Total Projects	Number of Members	Total Hours	Total Number of	Total Value or
For this report	Participating	Worked	Miles (value .14 each)	Dollars Spent

# **Auxiliary Community Outreach** "MY HEART REVS FOR HEROES"

Program Goals Members Participating in Community Outreach Auxiliary Participation in Community Outreach Martha Cothren 501-529-4155 mrcothren@yahoo.com

The goal of the **Auxiliary Community Outreach Program** is to find ways and means to be more active and visible within our local communities. This program will give us the opportunity to do more with our local communities, schools, and other civic, faith-based, and youth organizations. It is time to take an active role in our local community events and affairs and to let our local communities know we are here and willing to support them.

I am so happy that we once again have a program where we can report on all the support we give and volunteer work we do with other organizations in our local communities. Many of our members donate their time and money volunteering at Senior Centers; Food pantries; yard work, grocery shopping, or housekeeping for our neighbors; animal rescue groups; local quilting groups; after school programs; donations or working with Relay for Life/ American Cancer Society/American Diabetes Association; and so many other things in our local communities. Volunteering is what the VFW Auxiliary is all about; it is what we do, how we do it, where we do it, and why we do it. All this volunteer work needs to be counted. I am looking forward to working with all of you on this program.

Auxiliary Community Outreach is volunteer work performed by one member, a group of members or an Auxiliary for the benefit of their community or its institutions.

### What's Considered Auxiliary Community Outreach

- Walks that benefit other organizations.
- Working with local police on child ID kits.
- Working with firefighters on fire safety and prevention
- Working with local schools, churches, first responders for holiday programs that benefit the community.
- Working with EMT's to host CPR training.
- Hosting a blood drive
- Working with parks and recreation to plant trees, adopt a park and develop community art installation.
- Handing out food at soup kitchens
- Delivering food for Meals on Wheels

#### What's NOT Considered Auxiliary Community Outreach

- Volunteer work for the benefit of the Post or Auxiliary is not considered Community Outreach.
- Repairs or maintenance to Post Home.
- Cooking or serving a meal for Post or Auxiliary fundraiser
- Buddy<sup>®</sup> Poppy distribution
- VFW or VFW Auxiliary meetings, conventions, conferences or schools of instruction Church activities for one specific congregation and not the entire community (e.g. usher, elder, deacon, minister, etc.)

# **Auxiliary Community Outreach** "MY HEART REVS FOR HEROES"

Aux. #	District #	City	Membership Group
Chairman's Name:		Phe	one #:
Always use	additional paper if ne	ecessary, to provide	details of your project or program
Report Deadlines:	November 15, 2021 a	and April 15, 2022	2. Date of this report:
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
		Martha Cathron	

Martha Cothren 501-529-4155 mrcothren@yahoo.com

- \*\*\*\*\*\*\*
  - 1. Did your Auxiliary implement Auxiliary Community Outreach Program?

For example, was the project approved by the Auxiliary and in the minutes prior to the project began. Community projects of all members can be counted as Auxiliary Community Outreach projects.

2. How many Auxiliary Members participated in Auxiliary Community Outreach?

For example, blood drives, neighborhood/highway beautification, civic or faith-based volunteerism that benefits the community at large, assisting individuals with special needs or the elderly, etc.

- 3. How many hours did your Auxiliary members volunteer for programs or projects NOT AFFILIATED with the VFW OR VFW Auxiliary Programs?\_\_\_\_\_\_
- 4. Did you plan or participate in projects or programs to support and or recognize first responders?
- 5. Give a brief description of one of your Community Outreach projects.

Attach any media used to support these activities.

### "Buddy" Poppy/VFW National Home for Children "MY HEART REVS FOR HEROES"

Terri Gothard 479-831-5864 Terri72257@yahoo.com PROGRAM GOALS "Buddy" Poppy National Display Contest "Buddy Poppy Education and Community Outreach VFW National Home Education & Community Outreach

**The "Buddy"** Poppy Program has been an integral part of the VFW since 1922. It is a physical reminder of the service of American service members. It is the official memorial flower of the VFW. Any time is the right time to have a "Buddy" Poppy distribution. See the guide at <u>www.vfwauxiliary.org/resources</u> for tips in setting up a successful drive. It's time to educate the community of the importance of our Buddy® Poppy. We know what it is but we need to let the community know how it benefits Veterans and Families in our communities. **How to Order:** 

- Contact your VFW Department Headquarters to order Poppies. (Poppies do not need to be ordered through your Post)
- Request the order form from your Department Headquarters at least two to three months (8 to 12 weeks in advance of your distribution date.
- Brochures, "Buddy" Poppy distribution supplies, and promotional items can be purchased from the VFW Store at <u>www.vfwstore.org</u> or by calling 800-821-2606

### National "Buddy" Poppy Display Contest

• Takes Place annually at National Convention Displays are judged in three (3) categories:

1. Public Promotion 2. Memorial or Inspirational Displays 3. Artistic or Decorative Use

We will be supporting the VFW Chairmen in all aspects of the Poppy program. Watch the View before Department Fall Festival, Mid-Winter and State Convention for information on a Display Contest. I am just a call away for any of your questions. Put you thinking caps on! We will be taking a winning Poppy Displays to National Convention in Reno, Nevada.

### **VFW National Home for Children**

If you know someone who needs assistance, encourage them to :

- Call the Helpline at 1-800-313-4200
- Email <u>help@vfwnationalhome.org</u> or
- Visit <u>www.vfwnationalhome.org/help</u>

Supporting the National Home through your Auxiliary Donations of 10cents/member or more to Health and Happiness is easy now that we can make donation on MALTA. OR You can mail your check as we have always done to:

VFW Auxiliary National Headquarters Attn: Health & Happiness Donations 406 W. 34<sup>TH</sup> Street, 10<sup>th</sup> Floor Kansas City, MO 64111 Malta: Login to Malta Select "Make a Gift" on main menu. Enter the amount you are donating. Enter the payment information. Select "Make a Gift" You will receive a receipt to print.

### **Auxiliary Awards**

- 1. Outstanding Performance Awards as outlined on page 13 of this program book. Certificate to runner-up.
- 2. Citation in each Membership Group for the best promotion of "Buddy"® Poppy" education in the community and submits form before March 31, 2022. Form is found at www.vfwauxiliary.org/resources.
- **3.** Citation in each Membership Group for the best promotion of the purchase of a Life Membership and submits form before March 31, 2021. Form is found at www.vfwauxiliary.org/resources.
- 4. Citation to each Auxiliary that donates more than their quota of .10 cents to Health & Happiness
- 5. Citation in each membership group for most outstanding use of the "Buddy"® Poppy" in another VFW National Program and submits form before March 31<sup>st</sup>, 2022. Form is found on resource page

# "Buddy®" Poppy/VFW National Home for Children "MY HEART REVS FOR HEROES"

Aux. #	District #	City		Membership Group
Chairman's Name: Phone #:				
Always us	e additional pa	per if neces	sary, to provide de	tails of your project or program.
Report Deadlines:	November 15	5, 2021 and	April 15, 2022.	Date of this report:
			Terri Gothard	
			479-8331-5864	
		ter	ri72257@yahoo.co	om
*********	****	******	*****	******
"Buddy"	9 Рорру			
<ol> <li>Did your Auxilia and or/publicit</li> </ol>	••	e "Buddy"®		the year through distribution, education the Post/Auxiliary?
			In the co	mmunity (community outreach)?
2. Number of "Bu	ddy" Poppy driv	ves held?	Но	w Many Hosted: With the Post?
			н	ow Many Without the Post?
3. Did your Auxilia	ary submit an ei	ntry in the D	epartment "Buddy	" Poppy Display Contest?
•				another Auxiliary National Program? Which
<b>VFW</b> National	Home for Ch	ildren		

- Did your Auxiliary promote the VFW National Home for Children through education in the Community?
   \_\_\_\_\_What did you Do? \_\_\_\_\_\_
- 6. Did you promote the National Home? Within the Post/Auxiliary\_\_\_\_\_ In the Community\_\_\_\_\_\_
- 7. Did you promote the Helpline? Within the Post/Auxiliary\_\_\_\_\_ In the Community\_\_\_\_\_
- 8. Did your Auxiliary purchase at least one National Home Life Memberships for an Aux Member?
- 9. Total number of Life Memberships purchased for Auxiliary Members? \_\_\_\_\_

### Attach any media used to support these activities.

Total ProjectsNumber of MembersFor this reportParticipating		Total Hours	Total Number	Total Value or
		Worked	of Miles	Dollars Spent

### **Chief of Staff & Mentoring for Leadership** "MY HEART REVS FOR HEROES"

Vicki Mc Gahhey 870-718-3803 vmcgahhey@gmail.com

CHIEF OF STAFF PROGRAM GOALS Maintain and Strengthen Auxiliaries Presentations to Unaffiliated Post Establish New Auxiliaries

One of the responsibilities of the Chief of Staff is to provide guidance and resources to the District Presidents so they can ensure auxiliaries are healthy and successful. I can help you identify red flags and to encourage auxiliaries to find ways that make their members feel empowered and engaged.

The Chief of Staff is also a mentor. I will work closely with the Department President, the VFW Post and Organizers of a newly established auxiliary. I want to ensure members receive support for them to be successful, whether they are part of a new or established auxiliary.

### **CHIEF OF STAFF:**

### 5 Essential of an Auxiliary

The National and Department organizations only require five (5) things of an Auxiliary.

- 1. Auxiliaries should have at least ten(10) business meeting per year (Sec 210) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum. (Sec 212)
- 2. Dues should be paid by at least ten (10) members on or before February 1 of current year (Sec 207).
- 3. Quarterly Audits by Trustees must be submitted. (Sec 814)
- 4. Officers elected, installed and reported to National Headquarters no later than June 30. This will generate the bond application via email. (Sec 804A & 806A)
- 5. The officer of President and treasurer MUST be bonded by August 31 of current year.

We will continue to use the **Building on the VFW Auxiliary Foundation** manual and make every effort to educate members on all aspects of the duties of officers and chairmen.

We will work with the Unaffiliated Posts to establish new Auxiliaries to help our organization grow by making presentations using the PowerPoint "Why Having an Auxiliary can Boost Your Post" and/or the PDF "Top Ten Reasons for Your Post to Have and Auxiliary"\*

#### Awards:

- 1. Outstanding Performance Awards as outlined on page 13 of this program book.
- 2. Special "Heroes" award in each Membership Group to the member who provides the most assistance nurturing/strengthening a struggling Auxiliary, with the written approval of the Department. President; by using the Building on the VFW Auxiliary Guidelines Manual Overall winner is submitted to National.

# **Chief of Staff**

### "MY HEART REVS FOR HEROES"

Aux. #	District #C	City	Membership Group
Chairman's Name:			Phone #:
Always use	additional paper	if necessary, to provi	ide details of your project or program.
Report Deadlines:	November 15, 20	021 and April 15, 20	Date of this report:

Vicki McGahhey 870-718-3803 vmcgahhey@gmail.com

### DISTRICT & AUXILIARY **PRESIDENTS ARE REQUIRED TO SEE THAT THIS REPORT IS** COMPLETED

Answer the questions that apply to your level of Authority.

- 1. Number of Good Job Awards Presented by your Auxiliary: \_\_\_\_\_ List reasons several reasons why they were presented. \_\_\_\_\_
- 2. Did your Auxiliary qualify and receive a Certificate of Good Health?
- 3. District Presidents: Did you use the Department Talking Points developed by the Department during your Auxiliary Official Visits?
- 4. Did any member at any level in your auxiliary give a presentation to an Unaffiliated Post about starting an Auxiliary? \_\_\_\_\_ How many?\_\_\_\_\_
- 5. How many new Auxiliaries were instituted?\_\_\_\_\_
- 6. Did you or any member of your Auxiliary or District help transfer members from "At Large" to a local Auxiliary? \_\_\_\_\_ How many? \_\_\_\_\_
  - 7. How many times and what type of publicity was used to revitalize or form a new Auxiliary?

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

#### Attach any media used to support these activities.

# **Mentoring for Leadership**

Program Goals Ensure Positive Member Experience Engage in Learning &Training Opportunities Develop and Empower Members for Leadership Roles Vicki McGahhey 870-718-3803 vmcgahhey@gmail.com

Mentoring for Leadership is coming together to build on the foundation for the continued success of our organization. Mentoring helps broaden leadership skills and leadership provides guidance for mentoring members. A stronger membership on every level will be accomplished through mentoring.

Goals + Mentoring + Leadership = Healthy Auxiliary

This program year we will mentor inside and outside of Auxiliary meetings. We will have mentoring training in Auxiliaries and Districts. We will ensure a positive member experience, enhance knowledge and education, and create future leaders. We will be successful for our organization.

Through this program we will be encouraged to embrace and promote the CARE concept:

- Catch the member when they first join.
- Ask them to participate.
- Remember what it felt like to be new.
- Engage them in a program that fits them.

Mentoring for Leadership resource materials can be found at <u>www.vfwauxiliary.org/resources</u>.

- 2021 2022 National Program Book
- Mentoring at VFW Auxiliary: Relationship Building for the Future
- Building on the VFW Auxiliary Foundation

Auxiliary Awards

1. Outstanding Performance Award as outlined in this program book. Citation to runner up.

2. Citation to 1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup> place member in this Department who is instrumental in fulfilling the role as a mentor/leader and completes the nomination form Mentor/Leader, and sends it to me before March 31, 2022. Form available at <u>www.vfwauxiliary.org/resources</u>.

3. Citation to every Auxiliary from National for the best implemented Mentoring for Leadership program. Complete the National entry form and send it to me before March 31, 2022. Form available at <a href="http://www.vfwauxiliary.org/resources">www.vfwauxiliary.org/resources</a>.

# **Mentoring for Leadership** "MY HEART REVS FOR HEROES"

 Aux. #\_\_\_\_\_ District #\_\_\_City\_\_\_\_\_
 Membership Group \_\_\_\_\_

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

 Always use additional paper if necessary, to provide details of your project or program.

 Report Deadlines: November 15, 2021 and April 15, 2022. Date of this report: \_\_\_\_\_\_

Vicki McGahhey 870-718-3803 vmcgahhey@gmail.com

1. How many of your Auxiliary Members fulfilled the role as a mentor?

2. Did your Auxiliary use the Mentoring at VFW Auxiliary – Relationship Building for the Future material?

. What did you use?

3. Did your Auxiliary use the mentoring resources available at www.vfwauxiliary.org/resources to start and

or continue mentoring in the Auxiliary?

# Historian/Media Relations "MY HEART REVS FOR HEROES"

Melissa Little 501 941-9268 missamae0427@gmail.com

### PROGRAM GOALS

Keep a Record of Auxiliary History Tell Auxiliary Story Via the Media

**Auxiliary Historian and Media Member** is a memory keeper and collector of the 5 W's: Who-What-Where-and the Why of your Auxiliary. You chronicle memories and events in written and digital formats, including photos, memorabilia, print news, audio or video clips and social media posts. You get the word out about the Auxiliaries to our community.

#### National President Visit and Year End PowerPoint. I need everyone's help with this!

We need photos of the National President when she visits the Department and photos of events, fundraisers, meetings, and ceremonies that take place in our Department. As always, please identify all people in any photos with full name, title and auxiliary number on a separate piece of paper. If submitting news clippings, please be sure to include the date line. The deadline is critical so send everything by March 1, 2022! All items submitted for the PowerPoint presentation must be on a thumb drive or sent to the email address as a jpg (photo).

Please send me pictures about the Department President or Officers that visit your area. I am making a scrapbook for Kim. Send me any photos, programs, flyers or articles you can share,

Media Relations: A great place to start to learn your role is <u>www.vfwauxiliary.org/resources</u>. There you will find:

- The VFW Auxiliary Publicity Guide that includes lots of valuable information and ideas to promote your Auxiliary.
- The VFW Auxiliary Elevator Speech/What We Do that summarizes who we are and what we do and how we describe ourselves as an organization to the media.

Website and Social Media information – There are a lot of resources here, everything from the basics to setting up a Facebook page for your Auxiliary.

**Who should you contact about Auxiliary news?** It's a good idea to read and watch the media in your local areas. Subscribe to newspapers and watch the newscasts. Make a list of media contacts. Send information directly to these contacts rather than the editor.

What's newsworthy? Does it involve local people? Does it interest non-members? Is it timely? Does it help the community? Is it unique and new? If the answer is yes, this is a chance for you to pitch a story with an "angle" that will showcase your Auxiliary's hard work and accomplishments.

### AUXILIARY AWARDS

- 1. Outstanding Performance Award, award for the Auxiliary that submits a Historian Book or PowerPoint presentation on a thumb drive by April 1, 2022 that displays the most effective and unique pictorial history of their Auxiliary from April 15, 2021 to April 1, 2022. Citation to runner-up
- 2. Citation to each Auxiliary who submits a Historian/Media relations entry form for a Facebook Page by March 31, 2022 on the form available at <u>www.vfwauxiliry.org/resources</u>..National will also issue a Citation.

### **"Historian /Media Relations"** "MY HEART REVS FOR HEROES"

f your project or program.
this report:

### Melissa Little 501-941-9268 <u>missamae0427@gmail.c</u>om

1	Did your Auxiliary send a monthly or quarterly newsletter or bulletin to their members?				
	Yes No Printed/Mailed:				
	Electronic (PDF, Word document or via an email service provider):				
2.	Does your Auxiliary have with a Facebook page: Joint with the Post:				
	Own Auxiliary Facebook Page Name:				
3.	Does your Auxiliary have a website: Joint with the Post:				
	Own Auxiliary website address:				
4.	Did your Auxiliary use/presented a Communications Award to local media:				
	Yes No How Many?				
5.	How many Auxiliary members attended a media relations training hosted by me their Department				
	Historian/Media Relations Chairman?				
6.	Did your Auxiliary use media to promote the Auxiliary and its Programs? What Media did you				

use? TV\_\_\_\_\_ Radio\_\_\_\_\_ Newspaper\_\_\_\_ Flyers\_\_\_\_\_ Social Media\_\_\_\_\_

# Hospital

### "MY HEART REVS FOR HEROES"

Karlene Beams 501-762-2001 karbeam@aol.com

PROGRAM GOALS Volunteer Recruitment/Recognition and Support Valentines for Veterans Women Veterans Health Care Honors Escort

**Honors Escort:** The Honors Escort Program is an opportunity to honor each Veteran in a respectful and open manner and provides an opportunity for a Veteran's family and friends, other Veterans and medical staff to participate in a display of high regard and reverence for the Veteran at time of death.

**National Salute to Veteran Patients:** The week of February 14 (Valentines) is a great opportunity to say you care and thank you to the Veterans we support. It's a time to also make the community aware of the VA's role at the medical centers, pay tribute to Veterans, and encourage new volunteers. All VA's in Arkansas will have special programs that week and ways that you can be involved.

**Women Veterans Health Care Program:** Women make up more than 10% of the military yet their services thru the VA are often lacking. Let's take time this year to understand this issue and be an active voice to ensure timely, equitable service for these Veterans.

**Volunteer Recruitment, Recognition and Support:** New volunteers are needed every day. Volunteering saves the VA and other facilities millions of dollars every year. We will focus on increasing our Volunteers this year.

**Veterans' Healthcare:** Sometimes the only attention and support come from the Volunteers. Whether it is in the VA Hospitals, local hospitals, Veteran's homes, nursing homes, their homes, VA and non-VA medical centers and clinics Volunteers are on the front line.

**Who Can Serve:** Members, non-members, youth, and families. We create a friendly and caring atmosphere no matter where we volunteer. A smile, a kind word, a short visit.

What We Can Do: Every VA has its own unique needs. The best place to start is by asking a VAVS Department Representative how you can get involved. The same holds true for CBOC volunteers. There are so many ways to help. You can read to them, write a letter for them. Stop by to check on them. Do they have what they need? All of these small gestures can go a long way. Volunteer when you can and where you can.

What can we earn: The VFW Auxiliary has Hospital Volunteer Service Pins that can be ordered from the VFW STORE. Your Auxiliary Hospital Chairman should track the hours of members and non-members

volunteering and submit an application for pins. We are also able to send the name of one outstanding volunteer to National to be eligible for Hospital Volunteer of the Year.

**Military Suicide Awareness:** Share the Veterans Crisis Line on all social media and everywhere you promote other VFW and Auxiliary programs. You can find logos, ads, and other materials at <u>www.veteranscrisisline.net</u>. The number for Veterans in Crisis is **1-800-273-8255 press 1 or text 838255** 

**Hospitalized Veterans Writing Program:** Started in 1946 and is a therapeutic writing program that helps Veterans express themselves and be creative. You can help by writing, recording or typing for Veterans. Training is available at <u>www.veteransvoices.org</u> or call 913-432-1214.

**Department Hospitalized Veterans 4th Annual Lake Good Hope Fishing Derby.** October 16, 2020 is the date for this fun filled and well received event at the North Little Rock VA (Towbin/Ft Roots). Every Auxiliary is asked to make a donation by sending a check to Department Treasurer and earmark it to the Fishing Derby. All members are encouraged to volunteer on the 16<sup>th</sup>. As plans are finalized for this year we will make you aware.

**New last year:** The Veterans Administration and Arkansas Department of Veterans Affairs have signed an agreement that now allows Veterans Home volunteer hours to be reported through the VA.

#### Awards

- 1. Outstanding Performance Awards as outlined on page 13 of this program book. Citation to the runner-up
- 2. Outstanding Performance Award, award to the Outstanding Department Hospital Volunteer based on quality of service and timeliness of report submission.
- 3. Citation in each Membership group to the Member who recruited the most new Hospital Volunteers.
- 4. Citation in each Membership Group for the best Valentine Event or Activity and submits National form before March 31, 2022 showing hand delivered Valentines as part of the event. Form is found at <u>www.vfwauxiliary.org/resources</u>
- 5. Citation to every Auxiliary that provides outreach education about the Honors Escort Program. National Citation Criteria and Entry form available at <u>www.vfwauxiliary.org/resources</u>. Forms must be sent to Department Hospital Chairman by March 31, 2022
- 6. Citation to each Auxiliary that provides support for the Department Fishing Derby.

# **HOSPITAL Outstanding Volunteer Nomination Form**

 Aux. #\_\_\_\_\_ District #\_\_\_\_City\_\_\_\_\_
 Membership Group \_\_\_\_\_

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

Always use additional paper if necessary to provide details of your project or program

**Nomination Deadlines:** 

March 1, 2022 Todays Date: \_\_\_\_\_

Karlene Beams 501-762-2001 karbeam@aol.com

Every Auxiliary should select ONE "Outstanding Hospital Volunteer" from the Auxiliary. Chairman should fill out this form and return it to the Department Chairman, so it is received by March 1, 2022. The "Hospital Volunteer" may be any Auxiliary Member who serves as a VFW Auxiliary Hospital Volunteer, in ANY of the Medical Facilities (VAMC, Military, Community, Children's Hospitals, Nursing Homes, Therapy Centers, or Clinics. This can include Hospital VAVS Representatives and Deputy Representatives. If you do not wish to make a decision on the award, ask your Auxiliary President to select a committee to do the judging, BUT SEND THE ENTRY TO ME!

#### THE CRITERIA MUST BE FROM March 1, 2021 THROUGH February 28, 2022

Name of Outstanding Hospital Volunteer						
Address:						
Address: (Include City, State, Zip)						
Medical facility where she serves:						
1. How long has she been a VFWA Hospital Volunteer?						
2.Total volunteer hours she served during 3/1/21-2/28/22						
3.Total hours served as a Hospital Volunteer (lifetime)?						
4. What weekly or monthly Hospital programs has she participated in?						
5.What are her Volunteer assignments?						
COMMENTS; PLEASE ATTACH ANY LETTERS OR RECCOMENDATIONS OR INFORMATION ON WHY THIS AUXILIARY MEMBER IS AN "OUTSTANDING HOSPITAL VOLUNTEER". THIS IS IMPORTANT!! REQUEST LETTERS OF RECCOMENDATION FROM THE FACILAITY (S) WHERE						

MEMBER VOLUNTEERS.

Signed by \_\_\_\_\_ Title \_\_\_\_\_

# HOSPITAL "MY HEART REVS FOR HEROES"

Aux. #L	District #City	/	Dh	Membership Group	
	additional nane	r if necessa	Pro-	one #: etails of your project or pr	
Report Deadlines:	November 15,	2021 and	April 15, 2022.	Date of this report:	
***************************************	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		ne Beams		~~~~~~~~~~
		501-	762-2001		
		<u>Karbea</u>	m@aol.com		
.How many members v	volunteered in a V	A Medical o	r non-VA Medical	facility? Total Hours?	
.Number of new volun	teers recruited.	Adults		Youth	
ist Members who recru	iited:			_How many new?	
ist Members who recru	ited:			_How many new?	
				unteers and involve the comr	munity
•	tions		Did you reques	r, Certificates, How Many t and present Volunteers wit	
.Did you submit a nom	ination for Outsta	nding Hospi <sup>.</sup>	tal Volunteer of th	e Year?	_
. Did your Auxiliary use	the Hospital Prog	ram Guide?			
. Did your Auxiliary spc	onsor/conduct an (	event or acti	ivity in any VA or r	on-VA medical facility?	
	ticipate in the Salu	ite to Vetera	an Patients week ii	Eebruary?	
Did your Auxiliary part	cicipate in the ball				
	nes for Veterans p	oarty?		i deliver Valentines or send to	o Vetera
Did you host a Valenti Patients?	nes for Veterans p	oarty?	Did γοι		o Vetera
Did you host a Valenti Patients?	nes for Veterans p cate members abo	oarty?  out Women	Did you Veteran Health? _	u deliver Valentines or send to	o Vetera
Did you host a Valenti Patients? Did your Auxiliary edu 0. Did your Auxiliary ho	nes for Veterans p icate members abo ost or participate i	oarty?  out Women n events for	Did you Veteran Health? _ Women Veterans	u deliver Valentines or send to	
Did you host a Valenti Patients? Did your Auxiliary edu 0. Did your Auxiliary ho 1. Total amount spent	nes for Veterans p icate members abo ost or participate i on all Hospital pro	oarty? out Women n events for ojects this re	Did you Veteran Health? _ Women Veterans eport: (Copy of Rec	deliver Valentines or send to	

#### Attach any media used to support these activities.

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

# LEGISLATIVE

### "MY HEART REVS FOR HEROES"

#### **PROGRAM GOALS**

Be An Advocate –Join VFW Action Corps Weekly Be Informed Know the VFW Priority Goals Be Engaged – Use Legislative Tools & Resources Rhonda Lawrence 870-421-9822 rlawprogram@gmail.com

"The biggest challenge members face with this Program is lack of confidence; the belief that they do not know enough about veterans' issues to speak to legislators. As a relative of a veteran, our members bring a unique perspective to veterans' issues. Sharing first-hand knowledge or a personal story can impact our legislators and affect their view on an issue". The VFW and the VFW Auxiliary have an array of tools to help you.

### VFW Action Corps Weekly

Be aware of current action taken on these priority goals and do your part to help ensure that they are enacted by subscribe to the *VFW Action Corps Weekly*. This is a free online publication that is full of news about what's happening on Capitol Hill with Veterans' issues and our national security and provides an easy means and access to the proper legislators for appropriate resolutions. Sign up for the VFW's Action Corps Weekly e-newsletter **at www.vfw.org/advocate/grassroots-efforts and click on the Action Corp image. Open and read this weekly.** 

### **Priority Goals**

Study the issues laid out clearly in the *VFW Priority Goals*, a copy of which can be found on the Auxiliary website under "What We Do, Legislative." *The Priority Goals* reflect the resolutions passed by the VFW to strengthen and ensure an adequate VA system. Pick one that interest you and become an expert on the subject so you can discuss it with legislators. The goals are grouped under six areas of concern: Budget – Health Care - Disability Assistance & Memorial Affairs - Education, Employment & Transition Assistance - Military Quality of Life - National Security, Foreign Affairs & POW/MIA

### **Community Legislative Education & Engagement**

Be engaged! The VFW and the VFW Auxiliary have many resources to help you explain the Legislative program to Legislators and others in the Community. Ways to stay engaged in Legislations are

Write a letter to the local paper stating you position and ask the public to contact legislators, Sponsor a public candidate forum. - Set up a booth at a fair or farmers market and have priority goals available. - Make the "I vote in Honor of a US Veteran" part of your program. - Attend a Town Hall meeting and take priority goals to raise community awareness.

### **Auxiliary Awards**

- 1. Outstanding Performance Awards as outlined on page # of this program book. Citation to the runner-up
- 2. Citation for every Auxiliary that trains members on the legislative process and completes the National form (found at <u>www.vfwauxiliary.org/recources</u>) and send it to me before March 31, 2022.
- 3. Citation in each membership group for the best promotion of Community Legislative Engagement.

# **Legislative Program**

### "MY HEART REVS FOR HEROES"

Aux. #D	)istrict #	_City			Membership Group
Chairman's Name:			Pho	one #: _	
Always use	additional	paper if necess	ary, to provide de	etails o	f your project or program.
Report Deadlines:	Novembe	r 15, 2021 and	April 15, 2022.	Date o	of this report:

Rhonda Lawrence 870-421-9822 rlawprogram@gmail.com

- 1. How many members subscribe to VFW Action Corps Weekly?
- 2. Number of contacts were made by members personally/written to legislators on veterans' issues:
  - a. Personal Contact: \_\_\_\_\_\_b. E-Mails: \_\_\_\_\_c. Faxes: \_\_\_\_\_\_ d. Letters: \_\_\_\_\_e. Phone Calls: \_\_\_\_\_
- 3. How many members attended events where they could interact with legislators? (Such as Town Halls, meet and greets, or legislative conferences \_\_\_\_\_
- 4. What did your Auxiliary do to promote the VFW Priority Goals?

#### Attach any media used to support these activities.

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

### "MY HEART REVS FOR HEROES"

# Membership

Linda Evans 501-269-0439 revans123@windstream.net **PROGRAM GOALS** 

Invite New Members Include Current Members Invest in the Future of the Organization

Membership in any organization is the backbone, no members no nothing! Being a member of the VFW Auxiliary can be exciting and rewarding. It depends on you- - the member; you can stand back in the shadows and not contribute or lift a finger to help with any of the Auxiliaries programs or projects and what a waste that can be. Every Auxiliary on every level needs and wants a member to help, volunteer, participate, and make suggestions of changes, etc. before you realize what has happen now you have become an Officer in the Auxiliary Organization!!

#### **Department Awards for Auxiliary:**

Auxiliary: \$25.00 to each Aux who retains 90% of their continuous members by 1-31-2022 Auxiliary: \$25.00 to each Auxiliary if 101% of your June 30, 2021 is obtained by 1-31-2022 "Heroes" Achievement Award to Auxiliary for the % of most New or Converted Life Members by 4-15-2022

#### .Department Awards for Members & VFW

Membership Recruiter Special Pin to be awarded and to each Auxiliary or VFW member who recruits 1 new or rejoined member.

"Hero" Award to VFW or VFW Auxiliary Member recruiting 20 or more new or rejoin member.

#### National Awards for Members:

1. Cardinal Puzzle Pin and a citation to each VFW and VFW Auxiliary member who recruits five (5) new and/or rejoined members to the VFW Auxiliary from July 1, 2021 through May 31, 2022\*. Official form required; available at vfwauxiliary.org/resources. Due to National Headquarters by June 10, 2022. Pin will be mailed directly to the member.

2. National Membership Achievement Award to each VFW and VFW Auxiliary member who recruits twenty (20) new and/or rejoined members to the VFW Auxiliary from July 1, 2021 through May 31, 2022\*. Official form required; available at vfwauxiliary.org/resources. Due to National Headquarters by June 10, 2022. Award will be presented at the 2022 National Convention in Kansas City, Missouri or mailed directly to the member.

3. **Soaring Above and Beyond Award** to one Auxiliary member who recruits the most new and/or rejoined members from **July 1, 2021 through May 31, 2022**. The award will feature the member's name alongside the name of an honored veteran. Official form required; available at vfwauxiliary.org/resources. Due to National

Headquarters by June 10, 2022. Award will be presented at the 2022 National Convention in Kansas City, Missouri or mailed to the Department for presentation.

#### National Membership Award to Auxiliaries – Retain and Gain Award

\$50 to each Auxiliary that retains 90% of their Annual Members AND reaches 100% by June 30, 2022.

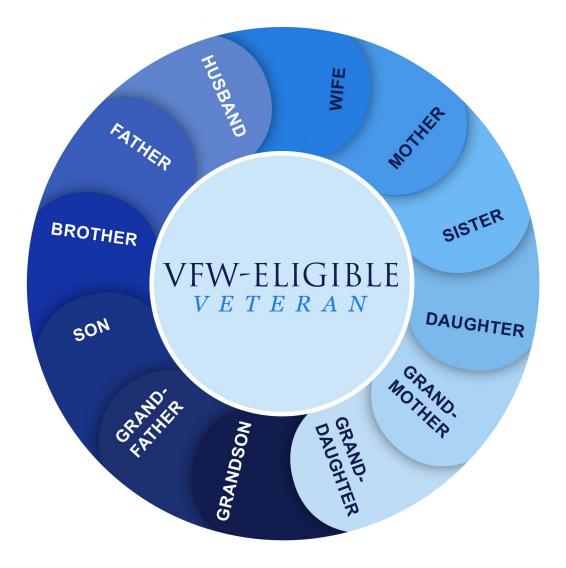
# "MY HEART REVS FOR HEROES" Membership

Aux. #D	istrict #	_City		Membership Group
Chairman's Name:			Pho	one #:
Always use	additional	paper if necess	sary to provide de	etails of your project or program
•		•	· ·	Date of this report:

### Linda Evans 501-269-0439 revans123@windstream.net

1.	Which of these methods were used to <b>collect annual dues</b> ? Phone Calls: E-mails:
	Letters/postcards:Face-to-face conversations: Social Media Other
2.	Did you use MALTA to generate and send <b>dues reminders</b> /notices?
3.	Did you use media (newspaper, Facebook etc.) to promote Auxiliary Membership? Please send copy of promotional information.
4.	How many Membership training sessions did your Auxiliary hold?
	By Auxiliaries By Districts: By Department:

# VFW Auxiliary Eligibility Wheel



\*Step- and adopted parents, children, siblings (and half-siblings), grandparents and grandchildren are considered the same as biological parents, children, siblings, grandparents and grandchildren and may join the VFW Auxiliary under their VFW

### "MY HEART REVS FOR HEROES"

# **President's Special Project** Warfighter Advance

Becky Lamb 501-206-8158 ljbb4072t@gmail.com

### GIVING WARFIGHTERS THEIR GREATEST WEAPON BACK

This is a 7 day Training Op designed to return Warfighters with operational stress challenges to a fit-for-full-duty status. The Advance 7-Day: an intensive, didactic and experiential program in a serene, retreat-like setting. They serve both active and veteran members of our military from all branches of service and eras of war. Additionally, Warfighters Advance can adapt specifically for sexual assault, compassion fatigue, and other specialized subjects.

**THEIR MISSION: The Successful Reintegration of Every Warfighter** 

This program costs \$1850 for a Veteran to participate from start (pick up at home, flight lodging and food) to finish. The Veteran pays nothing ! There is an application process.

Nothing done is medical – no drugs are used. Upon returning home there is a 100% check-in with alumni forever and 24/7/365 availability to staff for alumni.

Funding is 47% from individual supporters, 31% from corporate sponsors, 5% from special events and 17% from foundation grants. Operating expenses are 85% to program services, 14% to admin support and 1% to fundraising.

Arkansas has veterans that have gone through the program successfully.

\*\*\*Brochures are available \*\*\*

#### AUXILIARY AWARDS

- 1. Outstanding Performance Awards as outlined on page 13 of this program book. Citation to the runner-up
- 2. Citation to each Auxiliary or District who donates to the President's Special Project.

### "MY HEART REVS FOR HEROES"

# **President's Special Project**

Aux. #[	District #	City		Membership Group
Chairman's Name:			Pho	one #:
Always use	additional	paper if necess	ary, to provide d	etails of your project or program.
Report Deadlines:	Novembe	er 15, 2021 and	April 15, 2022.	Date of this report:
~~~~~~	~~~~~~~~~~~~~~~~~~	~~~~~~		~~~~~~

Becky Lamb 501-206-8158 ljbb4072t@gmail.com

If you are completing this report, you should also be sending it to the Veterans & Family Support Chairman

- 1. What is the total amount your Auxiliary sent to Department Treasurer for President's Special Project, Supporting Warfighter Advance \$\_\_\_\_\_\_ Make you checks payable to the VFW Auxiliary and mail to Department Treasurer, Linda Evans #5 Maple Lane, Greenbrier, AR 72058.
- 2. What kind of special fundraiser did you have for Warfighter Advance here in Arkansas?

# "MY HEART REVS FOR HEROES" Scholarships

Rhon Mohr 501-278-1455 rhonmohr@gmail.com

PROGRAM GOALS Student Participation Recipient Recognition Community Awareness Increase Fund

"Each of our scholarships encourage patriotism, assist students in attaining an education and help students reach their full potential. This increases VFW and Auxiliary recognition while supporting our communities, students and members".

**Continuing Education Scholarship.** This scholarship is open to any VFW Auxiliary member, spouse, son or daughter. The requirements are in the National program book on page 53. The deadline is February 15, 2022, and applications get mailed directly to National Headquarters.

### Young American Creative Patriotic Art Contest & Escrow Fund:

Get your VFW involved in this program. This is open to all students, including homeschooled and parochial schools in grades 9–12. Artwork has new guidelines, two- and three-dimensional art accepted! Check rules and student brochure at www.vfwauxiliary.org/scholarships. . Application must be filled out and completed including all signatures requested. Art must have been completed in current school year. Students must be aware of proper use and display of the American Flag. NEW NATIONAL PRIZES offering up to \$15,000!! Art will be judged on patriotic theme and technique. One entry per Auxiliary will be allowed. Deadline to local Auxiliary, March 31, 2022. District Judging is not required. Deadline to Department April 15, 2022. National citation received for completing form at www.vfwauxiliary.org/resources.

**Increase the Escrow Fund! Fund the Artist of Tomorrow:** New this year only 12 National Awards are available. These can be increased by making donations to the Escrow fund at National Headquarters, sent to attention of Patriotic Art Fund. This is also the National President's Project this year – more info to follow.

**Essay Contests:** One of the best ways members can support their VFW Post is through the VFW Essay Contests that are comprised of **Voice of Democracy** for grades 9–12 and **Patriots Pen** for grades 6–8. Auxiliary members should assist in getting the information for this outstanding program to others in their communities. The purpose of the Auxiliary is to support the VFW, and this is one activity that needs further publicity and backing.

The deadline for each division is the same: Posts receive by October 31, 2021; Judging to be completed by November 15, 2021; Completion of District Judging December 15, 2021; Completion of Department Judging January 10, 2022; Department winners sent to National by January 15, 2022. Rules at <u>www.vfw.org</u>.

Voice of Democracy– Theme: "America: Where do we go from here?" Patriots Pen–Theme: "How can I be a good American?" AUXILIARY AWARDS

- 1. Outstanding Performance Awards as outlined on page 13 of this program book. Citation to the runner-up
- 2. Citation in each Membership Group for the most effective promotion of Young American Patriotic Art. National Citation to Auxiliaries who fill out the entry form required at <u>www.vfwauxiliary.org/resources</u> and return it to the Department Chairman by March 31,2022
- 3. Citation in each Membership Group for the most effective promotion of Scholarships in any Media.
- 4. Citation in each Membership Group for the most effective promotion of Voice of Democracy & Patriots Pen

# **SCHOLARSHIPS**

### "MY HEART REVS FOR HEROES"

	Aux. #	District #	City		Membership Group		
	Chairman's Name:			Ph	Membership Group Phone #: sary, to provide details of your project or program.		
	Always us	e additional	paper if nece	ssary, to provide d	etails of your project or program.		
~~~~	Report Deadlines	: Novemb	er 15, 2021 an	d April 15, 2022.	Date of this report:		
~~~~				on Mohr			
			501-	278-1455			
			<u>rhonmoh</u>	r@gmail.com			
	Continuina Educa	tion Coho	loughin				
	Continuing Educa			ontinuing Education	Scholarship? (i.e. distribute application		
	Did your Auxiliary parti						
	Young American	Creative	Patriotic A	rt			
. ]	Did you participate and	promotion of	the Patriotic A	t Contest?	volunteered		
				_ Number of Hours			
	Did your Auxiliary subr	•					
	How many students sub						
. ]	How much did you awa	rd to the wini	ners? \$		(remember copies of checks required)		
	Patriots Pen Essay	Contest					
. ]	Did your Auxiliary Assi	st the Post w	ith Patriots Pen?	How m	nany entries?		
	Number of Members in	nvolved		_ Number of Hours	volunteered		
	V.:fD	A J /IT	Contract	(visit schoo	ols/ publicity/assist another Post/Aux.)		
	Voice of Democracy		·				
]	Did your Auxiliary Assi	st the Post w	ith VOD?	How r	nany entries?		
	Number of Members in	nvolved			volunteered		
				(VISIT SCh	ools/ publicity/assist another Post/Aux.		
	All Scholarships						
]	Did you publicize these	in your comr	nunity?		(submit copy/pictures)		

### Attach any media used to support these activities.

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

# **Veterans & Family Support** "MY HEART REVS FOR HEROES"

Cheri Wood 501-658-5531 Standstrong7575@gmail.net

### **PROGRAM GOALS**

VFW National Veterans Services VFW Veterans and Military Support Programs Assisting Veterans, Military Active-Duty Service Members & Their Families Promote Veteran & Military Suicide Prevention & Mental Health Awareness

### Support for Homeless Veterans:

Studies show that the Veteran population is two times more likely to become chronically homeless than any other American group. 9/10 Homeless Veterans received an honorable discharge. 2/3 served at least 3 years.

### Support for Veteran & Military Caregivers

November is National Family Caregivers Month while May is the Month of the Military Caregiver. Bring attention to caregivers and the important role they play. See: <u>www.caregiver.va.gov</u>

### Veteran & Military Suicide Prevention – Mental Health Awareness

Promote the Veteran Crisis Line 800-273-8255 Press1

Purchase the Auxiliary Suicide Awareness Prevention Pin from the VFW Store

Change the Stigma, improve research, explore treatment options!

### Spread the Word about National Veterans Service

NVS provides a network of nearly 300 VFW Service Officers that ensure Veterans receive quality, timely and accessible VA Healthcare. Donate at <u>www.vfw,org/ways-to-help</u> or by mail to the VFW earmarked for NVS mail check to:VFW National Headquarters Attn. NVS 406 W. 34<sup>th</sup> Street 11<sup>th</sup> Fl. Kansas City MO 64111

### **Veterans and Military Support Programs**

- > VFW Military Assistance Program (MAP) Adopt-a-Unit
- > Unmet Needs

### VFW "Sport Clips Help A Hero Scholarship"

Donate at same places for NVS Online or – attention Veterans & Military Support at Headquarters

### AUXILIARY AWARDS

- 1. Outstanding Performance Awards as outlined on page 13 of this program book. Citation to the runner-up
- 2. Citation to every Auxiliary from National who hosts an activity or event that supports Veteran & Military Caregivers and submits entry form at <u>www.vfwauxiliary.org/resources</u> to me by March 31, 2022.
- 3. Citation in each Membership Group for the most effective promotion of National Veterans Services
- 4. Citation in each Membership Group for the most effective promotion of aiding Veterans and Military
- Support Citation to every Auxiliary from National that hosts an activity or event increasing awareness of Homeless Veterans and submits and entry from <u>www.vfwauxiliary.org/resources</u> to me by March 31, 2022

# **Veterans & Family Support** "MY HEART REVS FOR HEROES"

Aux. #\_\_\_\_\_

District #\_\_\_\_

Membership Group

\_\_\_\_\_ Chairman's Name:

City\_\_\_

Phone #:

### Always use additional paper if necessary, to provide details of your project or program.

Report Deadlines: November 15, 2021 and April 15, 2022. Date of this report: \_\_\_\_\_

### Cheri Wood 501-658-5531 Standstrong7575@gmail.com

- 1. Did your Auxiliary host/co-host with VFW a fundraising activity for VFW National Veterans Service (NVS)? Please attach a description, a list and/or any related documents. Total Donation
- 2. Did your Auxiliary host/co-host with VFW a fundraising activity for Veterans and Military Support Programs? Please attach a description, a list and/or any related documents. (For example, unmet needs, Operation Uplink) Total Donation \$
- 3. Did your Auxiliary participate in and or sponsor an event or project for homeless veterans?

What did you do?

4. Did your Auxiliary provide aid to veterans, active-duty military, and/or their families (i.e. meals, transportation, cards, packages, donations, etc.)?

Total monetary value of meals, transportation, cards, packages, \$

Total monetary donations \$

No. of Veterans/military personnel assisted?\_\_\_\_\_

5. Did your Auxiliary promote veterans & Military suicide prevention and mental health awareness? What did you do?

Did your Auxiliary provide support for Veterans and Military caregivers? What did you do?

### Attach any media used to support these activities.

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

#### **YOUTH ACTIVITIES**

#### "MY HEART REVS FOR HEROES"

Jennifer Powell 501-589-5551 Jennpowell.aux@gmail.com PROGRAM GOALS Creating, Sponsoring & Workings with Youth Groups Youth Groups Supporting Our Veterans National Citations Get excited for the Red White & Blue Patriotism through Literacy \* Illustrating America Patriotic Youth Award

**Illustrating America**- Patriotic Art for grades K-8. The art will be judged on theme and technique. Entries are due to Department Chairman before March 31, 2022 . Department winners will receive \$25 in each grade division. Department First Place winner in each grade division: K-2, 3-5, 6-8 forwarded to National for citation and compete for monetary award.\*

### Get excited for the Red White & Blue This is an individual singing contest for ages

K-12.Each participant will sing the Star-Spangled Banner. Host a local contest promoting it with fliers and radio spots in local schools and libraries. Select one winner in each grade division and submit to the Department by March 31, 2022. \$25 to one winner in each grade division from Department. Winners will be sent to National to compete for awards.\*

#### \*ENTRY FORMS AVAILABLE AT: www.vfwauxiliary.org/what-we-do/youthactivities

#### Youth Groups Supporting Our Veterans National Citations

This national citation recognizes youth groups who support projects honoring our veterans, active-duty military, and their families. The form is quite simple, available online at <u>www.vfwauxiliary.org/resources</u>. Once you complete it, I will sign it and forward to National for you. You'd be surprised how special they will feel when you present it to the Youth Group.

#### Creating, Sponsoring and Working with Youth Groups

Did you know an Auxiliary can sponsor a youth group and engage youth in any one of our programs? Take advantage of the service aspects some youth groups require. Scouting groups and ROTC Units require various types of community service or activities to earn merits in their units. College-bound seniors earn school credit for some of these same activities.

**Patriotic Youth** Award is available online under the youth program. Designed to recognize individual Youth for their patriotism and or support of our Veterans, active duty and family.

#### Patriotism through Literacy

Promote and support reading among youth. Introduce youth to historical figures and event. Reading has many benefits, including increased grammar and writing skills.

#### AUXILIARY AWARDS

1. Outstanding Performance Awards as outlined on page 13 of this program book. Citation to the runner-up 2. Citation in each Membership group for the best promotion of "Red, White & Blue"

3. Citation in each membership group for best promotion of "Youth Groups Supporting our Veterans"

4. Citation in each Membership Group for best promotion of the Patriotism through Literacy program.

5. Citation in each Membership Group for best K-8 Illustrating America contest.

#### **STUDENT AWARDS**

1. Get excited for Red, White & Blue. \$25 to First place in each grade division.

2. Illustrating America K-8 Art Contest. \$25 to First place in each grade division.

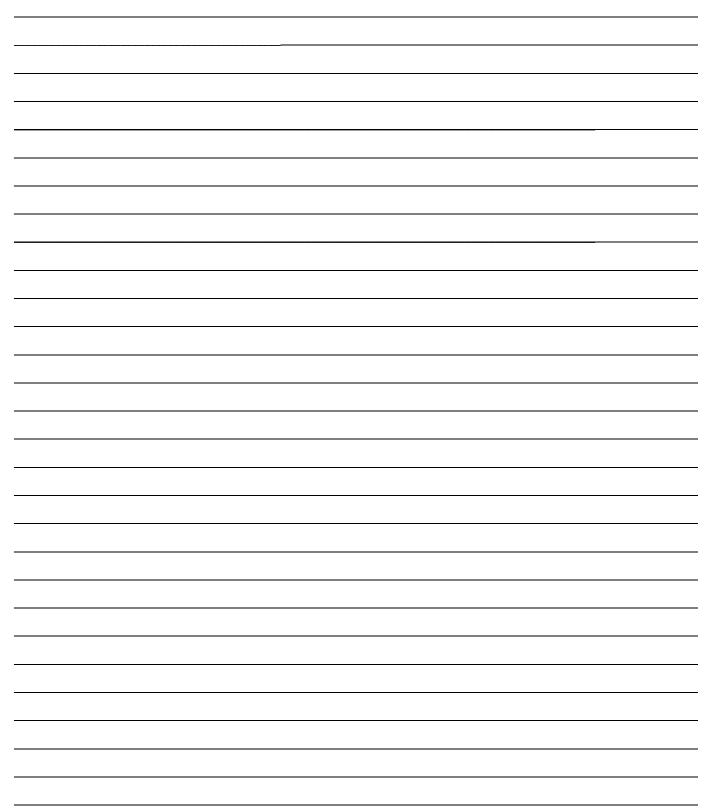
# "MY HEART REVS FOR HEROES" Youth Activities

	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			2. Date of this report:
			nnifer Powell	
			01-589-5551 ell.aux@gmail.o	rom
			omaan	
1. Total number Across ALL				uring the Program Year
2. Total number Across ALL		1		with during the Program Year
3. How many	Youth groups	did your Au	uxiliary work wit	h during the year:
		Es	timated number	of youth involved:
4. Did your Au	xiliary partic	cipate in and	/or publicized Y	outh Groups Supporting Our Vete
Citations?	Η	ow many di	d you request? _	
5. How many y	outh were rec	cognized by	your Auxiliary v	vith a Patriotic Youth Award?
6. Did your Au	xiliary promo	ote and or pa	rticipate in get "I	Excited for the Red, White and Blu
How man	y entries?	_ Dollar an	nount/value of av	vards?
What did you de	o?			
7. Did your Au What did you d	0	1	pate in Patriotisr	n through Literacy?
	viliary promo	ote or partici	pate in Illustratin	g America? How many entries

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



# NOTES & CONTACTS



# Dates & Deadlines

### **Dates to Remember**

July 10,2021 Sept 18,2021 Oct 16, 2021 Nov 18-21, 2021 Dec 12-14,2021 Jan 21-22,2022 Jan 27 – Feb 3 2022 Feb 27-Mar 3 2022 June 9-12 2022 July 16-21, 2022 Programs & Family Freedom Festival Fall C of A and Joint Homecoming Fishing Derby, Lake Good Hope Southern Conference National President Visit Department Mid-Winter National Mid-Year Conference /Cafe VFW & Aux VOD/Legislative. Department Convention National Convention Jacksonville Post 4548 10 AM to 5PM Jonesboro Post 1991 TBD Towbin VA Hilton Head SC Little Rock, Holiday Inn Holiday Inn Little Rock Melbourne and Cape Canaveral FL Washington DC Holiday Inn Little Rock Kansas City MO

### **Deadlines to Remember**

Audits are to be done quarterly and sent to the Department Treasurer. Check Audit form. Many Programs have special deadline dates, please read the program carefully and submit on time. All National program forms can be found at <u>www.vfwauxiliary.org/resources</u>. Forms available July 2021.

November 15, 2021 & April 15, 2022 All Programs, should be received by chairman by that date to qualify for awards. All special National report are due to Chairman by March 31, 2022

Young American Creative P No District Judging	atriotic Art	Student (Auxiliary)	March 31, 2022		
Department Chairman	April	15, 2022			
National	May 5, 2022	(Must be received)			
Continuing Educations Scho	larships	National	February 15, 2022		
Outstanding Hospital Volun	teer	Department	March 1, 2022		
Voice of Democracy		Student (Post)	October 31, 2021(Midnight)		
Post/Aux					
District	December 15	5, 2021			
Department	January 10, 2	2022 (Must be judged)			
National	January 15, 2	2022 (Must be received			
Patriots Pen		Student (Post)	October 31, 2021(Midnight)		
		Post/Aux	November 15, 2021		
District	December 15	5, 2021			
Department	January 10, 2022 (Must be judged)				
National January 15, 2022 (Must be received					
			E STATED A MEMBER MAY NOT ENTION TO ALL DEADLINES.		
RECEIVE AN AWARD TO WI	IICH SHE WAS	, ENTITLED, TAT CLOSE ATT	ENTION TO ALL DEADLINES.		

6

# Helpful Tips for ALL Members From the Secretary

I wanted to share some things that I found were helpful for me during my years serving this Auxiliary.

- If you have a problem and would like the Department to address it, PLEASE PUT IT IN WRITING. This will enable us to take any action knowing we have all the facts. You can send it using email or regular mail.
- 2. When requesting any action or information please be sure to provide **your full name**, Auxiliary **number and membership number of any member** that you might be discussing.
- 3. Be considerate of others and make necessary phone calls at respectful times. Please consider making your calls after 9:00 AM or before 8:00 PM if you are not sure of the schedule of the person you are calling. Many of our officers are working and can't take call during the day but will call back as soon as possible.
- 4. E-Mail is a great tool for the Auxiliary as it expedites our communications and lets us notify members of important issues immediately. Please do not send forwards or jokes to the Auxiliary Officers and Chairmen.
- 5. Technology surrounds us everywhere, including our meetings. Please make sure that all cell phones and other electronic devices are turned off or muted during your Auxiliary, District and Department meetings unless a member is using it to allow another member to attend the meeting. When accepting an emergency call, please leave the room.
- 6. If you are expecting the Auxiliary View and it does not arrive by the first of the month, contact me immediately. If you need forms, contact me and I will get them to you. The same goes for any officer in the organization; make contact if you think you might have been forgotten. ANY MEMBER WITH EMAIL CAN RECEIVE THE VIEW, just forward it to members of your auxiliary.
- Check the VFW website for updates and information on District meetings as the year progresses more Auxiliary information, report forms and event happenings will be posted at <u>www.vfwar.org</u>.

Please try to follow the "Chain of Command" when you need answers. I will do my best to be available most days, but please keep in mind that I have a personal life too and cannot always pick up the phone at the moment you call. I will always make an effort to return your call within 24 hours. If this is an emergency also try Linda Evans. She and I will be working hand and hand throughout the year.