

VETERANS OF FOREIGN WARS AUXILIARY  
Department of Indiana

**General Orders #1**

**July, 2017**

**To be read at the first meeting following receipt before being filed for reference.**

**Item #1: All previous appointments are null and void.**

**Item #2: To all Auxiliaries and Districts:** The 2016-2017 Bond expires on August 31, 2017. Please renew your bond as soon as possible.

**Item #3: All Members:** The new MALTA membership program website is scheduled to go live after July 1, 2017. Please feel free to utilize it. More information is included in this mailing.

**Item #4: All members:** School of Instruction will be at the Indianapolis Marriot East on August 11 and 12. Room reservation forms should be in August's General Orders. You may call the Indianapolis Marriott East at (317) 352-1231 to reserve your room early. Mention that you are part of the VFW, Department of Indiana. Please plan to attend this informational session that will include program presentations, as well as MALTA, President, Secretary, and Treasurer training.

**Item #5: Auxiliary Presidents:** Please appoint chairmen for program committees as soon as possible.

**Item #6: All Auxiliaries & Districts:** Please notify Kasey Osborn of officer changes. This is to maintain the Department of Indiana Roster Book. You may also utilize Malta as the preferred method to notify National of these changes, as National requires notification.

this mailing. Please send your audits to:

Kasey Osborn, Department Treasurer  
410 E Dustman Rd  
Bluffton, IN 46714  
(260) 273-9571 osborn.kassandra@gmail.com

**Item #8: District Presidents:** Please send your meeting locations and times (please note if it EST or CST) as well as your inspection schedule and who you are appointing to inspect your home auxiliary to Jill Wilson, Department President.

Jill Wilson, Department President  
540 Lane 250 C, Lake Pleasant  
Orland, IN 46776  
(260) 433-2637 (Cell)  
(260) 833-3292 (Home)  
jilwil2929@hotmail.com

**Item #9: District Secretaries:** Please send the minutes of your District Meetings to Jill Wilson within 14 days of your meeting.

**Item #10: Department Chairmen:** Please turn in your guide sheets and report forms to Kasey Osborn by the 20<sup>th</sup> of every month to ensure that your program information is placed in the general orders mailing.

**Item #11: National Convention:** National Convention will be held in New Orleans, LA July 24-29, 2017.

**Item #12: Big 10:** Big 10 will be held in Minneapolis, MN, October 13-15. Please see the enclosed information in this mailing if you are planning on attending.

**Item #13: National President's Café and Celebration:** The dates for the National President's Events are October 18-22, 2017 in Williamsburg, VA. Early

registration and room request deadlines are for September. Please see the enclosed mailing for more information.

**Item #14: General Orders:** All General Orders from National and Department are considered official communications and must be read at the first meeting after receipt. Any action required on General Orders should be recorded in the minutes of the meeting. You will find National General Orders in the National Magazine. Further, any bulletins or other communications from National or Department Chairmen are also official and should be acted upon accordingly.

**Item #15: Social Media:** The Department must have an official social media outlet. To keep it free for use and to allow the sharing of ideas, an official page has been created on Facebook. It is different than years' past. If you use Facebook and want to keep up with other auxiliary ideas and suggestions or to share your own, please find the official page at:  
<https://www.facebook.com/DepartmentPresidentIN/>

By Order of:



Jill Wilson, Department of Indiana President

Attest:



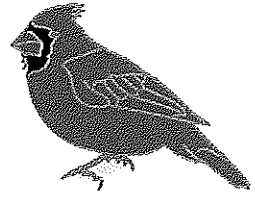
Kasey Osborn, Department of Indiana Secretary

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

# July 2017



To all of the Auxiliary Officers and Members,

Thank you for attending the Department of Indiana's annual Convention! Congratulations to all the incoming Department, District, and Auxiliary Officers, and many thanks to the outgoing Officers.

The Veterans of Foreign Wars of the United States Auxiliary has faced many challenges and had quite a few changes over the last few years. There will be more to come. Just think **"POSITIVE"**. With today's technology, you can find all the information you need on the VFW Auxiliary's website. I encourage all members to utilize this wonderful tool at your fingertips!

Please remember that it is never too soon to send out your dues reminders. The new year starts July 1. As a previous Council meeting, it was voted that the Department will not send out dues reminders to all auxiliaries. It will be up to you send to get out there and get those dues!

School of Instruction will be held on August 11 and 12, 2017 in Indianapolis at the Marriott East hotel. I hope to see a lot of you there!

If you are attending the National Convention in New Orleans, please wear your navy-blue state shirt on Monday, July 24.

To those that are ill, I wish you a speedy recovery, and to those that have lost a loved one, you have my deepest sympathy.

Remember to:

Honor our Veterans

Honor our Freedom

Sincerely,

A handwritten signature in cursive script that reads "Jill Wilson".

Jill Wilson, President, Department of Indiana

## **IMPORTANT NOTICE AUXILIARY TREASURERS!**

If you have dues for 2018 that you want to send to the Dept. Treasurer either because you don't want to wait on Malta to activate or you can't use Malta and want to stick to the old method, please do this UNTIL the new information is made available by National.

1. Write or Type a list of the member's dues you are sending along with Membership ID numbers if you have it. (feel free to use last year's membership summary forms if you have them and write the info on the back for names and ID numbers)
2. Send the list with the check. You do not need to send separate checks.
3. Please include on the list a contact name and number along with the auxiliary number so that I can contact you with any questions.

Remember, you will not get treasurer's kits. As soon as National updates the website for you to get your traditional summary forms, we will let you know.

Thanks so much! Call or email with any questions!!

Kasey Osborn, Dept. Treasurer

(260) 273-9571 or [osborn.kassandra@gmail.com](mailto:osborn.kassandra@gmail.com)

July, 2017

## MALTA Information

The new membership system for members is almost here! It's not just for Treasurers; it's for everyone! To give you the best possible self-guidance, below is some helpful information. There are several methods of learning how to use the new software, depending upon your learning capabilities.

Videos: [www.vfwauxiliary.org](http://www.vfwauxiliary.org)

1. Login to your account.
2. After login, look on left side near the bottom for Auxiliary Academy.
3. After clicking on Auxiliary Academy, you will see all the videos in order. It will direct you away from the VFW Auxiliary website to youtube. This is normal and please allow it.

PowerPoint Presentations with Screenshots of EXACTLY what MALTA looks like with step-by-step instructions: [www.vfwauxiliary.org/treasurer-resources/](http://www.vfwauxiliary.org/treasurer-resources/)

1. The Malta information is broken down into 3 sections for your needs. Videos, PowerPoint, or PDF versions. Use any and all methods at your leisure to learn the new system! ☺

\*\*This website is also the website for auxiliary treasurers to use to get needed forms until MALTA is active in early July or if they choose not to use MALTA.

Remember: MALTA is **real time!** No more waiting on the Dept. Treasurer to process your dues. No more waiting on the mail for anything. Your membership counts are updated to the minute.

If you have questions before MALTA is active, feel free to contact Kasey Osborn, Department Treasurer at [osborn.kassandra@gmail.com](mailto:osborn.kassandra@gmail.com) or (260) 273-9571. Make sure to leave a message if no answer! ☺ She will return your call!

**After** MALTA is active, if you have a MALTA software question, please call the helpline at 800-349-3670 or Kasey Osborn. This will be software technicians that answer this line. They cannot answer questions about Auxiliary Business or Bylaws. Any questions regarding Auxiliary Business or Bylaws must still be directed through your District President or Department Line Officers.

1. Go to [vfwauxiliary.org](http://vfwauxiliary.org) and click "member login". Your PRIOR credentials WILL NOT work. You must activate a new account using your Membership ID, your name as **National** has it, and your zip code (hence the reason to save your National Magazine). You will be prompted to create a new password. Follow the instructions on the screen.
2. The next thing you need to do is verify your dues information and bank account information. If your ACH deposits from National have been correct in the past, your bank account information should be correct unless you have changed accounts. The dues information is outlined in step-by-step instructions as well.
3. After this, you need to purchase your auxiliary bond. Please do this immediately as it is required by National to have it done before the end of August.
4. And finally, feel free to explore around the website. You CANNOT break it. Get used to it and learn the user-friendly experience it brings to make your job easier!

### Auxiliary Members

1. Go to [vfwauxiliary.org](http://vfwauxiliary.org) and click "member login". Your PRIOR credentials WILL NOT work. You must activate a new account using your Membership ID, your name as **National** has it, and your zip code (hence the reason to save your National Magazine). You will be prompted to create a new password. Follow the instructions on the screen.
2. If you wish to pay your dues through MALTA, you will see a red button that says "Pay Dues" on the upper right. You will be prompted to pay with either a checking or savings account or a credit card. If you are not a life member and want to become one, you will see a red button that says "convert to life" on the upper right. Follow the payment instructions. It will ask for your birthdate.
3. You can look at your profile to update your address, phone number, or other contact information. You can also look at your auxiliary information, showing the officers, meeting times and other data.
4. Feel free to explore this website. It was built with you, the member, in mind.

## **MALTA Frequently Asked Questions**

1. How will I receive my membership card?
  - A. Once you pay your dues and your payment has processed, National will send your membership card to the ADDRESS ON FILE within 10-14 business days. You can however, see your card on MALTA under the "view card" button and print it until your actual card comes. You can also save it to your cell phone or other device to show at meetings as your official card.
2. I've lost my membership card, help me please!
  - A. Click on "view card" to see your card. You can order a new one if you want an actual card and not an electronic copy. Annual members replacement cards are \$5.00, Life member replacement cards are \$10.00.
3. I never received my membership card from National.
  - A. Log in to MALTA and verify your current address or have your auxiliary treasurer log in to verify your address. Make sure your address is current National Magazine, and other important documents.
4. I'm an Auxiliary Treasurer, and I've made a mistake in processing dues, how do I fix it?
  - A. Simple! If it's before 12:00 midnight (CST) (that's 1:00am EST) on the day you made the mistake, click on "view receipt" and follow the instructions to delete the ACH withdrawal or to correct a mass dues transaction.
  - B. If it is after midnight CST, please contact National Headquarters to have them fix the mistake for you.
5. As an Auxiliary Treasurer, I'm concerned about the electronic transfers of monies.
  - A. Don't be! You can run several transactions or just one. National will add up all your transactions in a single day and only pull the TOTAL monies one time. You will not have 30 withdrawals on a day, only 1 total.
  - B. Under Auxiliary Treasurer, there is a button that shows you exactly how much money National has deposited into your account. You can click on it to see who those were for (if an auxiliary member paid their dues online).
  - C. When processing dues, National will only pull the portion of the dues that are for National and Department, your auxiliary's portion of the dues will stay in your bank account.
  - D. MAKE SURE TO DEPOSIT ALL MONIES BEFORE PROCESSING ANY DUES AS THE MONEY WILL PULL OUT OF YOUR BANK ACCOUNT THAT DAY AT MIDNIGHT.



### July District Meeting Schedule

<u>District #</u>	<u>Auxiliary/Location</u>	<u>Date</u>	<u>Time</u>
1	Post 9323, Lake Station	July 23, 2017	School of Instruction 11am Meeting 12:00pm
2	Post 1126, Warsaw	July 9, 2017	Meeting 2pm/Lunch before
3	Post 2536, Michigan City	July 9, 2017	Meeting 12:00 pm EST
4	Post 1892, Garrett	July 15, 2017	Lunch 12:30/Meeting 3pm
5	Post 5782, Elwood	August 19, 2017	Meeting 3:00pm
6	Post 910, Lebanon	July 9, 2017	Meeting at 11am
7	Post 9297, Crane	July 16, 2017	Meeting at 10:30am
8	Post 1693, New Albany	July 30, 2017	10:30 am EST
9	Post 6636, Salem	July 16, 2017	1:30 pm EST
10	Post 1108, Richmond	July 16, 2017	1:00pm EST
11	Post 2839, Speedway	July 8 2017	10:30am

### Audit Report

VFW Auxiliary # \_\_\_\_\_ District # \_\_\_\_\_ Date: \_\_\_\_\_

Quarter \_\_\_\_\_ Due by: \_\_\_\_\_ Send Audit To: \_\_\_\_\_

January 1-March 31	4/30/2017
April 1-June 30	7/31/2017
July 1-September 30	10/31/2017
October 1-December 31	1/31/2018

Kasey Osborn, Dept. Treasurer  
410 E Dustman Rd  
Bluffton, IN 46714

<u>Fund Name</u>	<u>Balance Last Report</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance This Report</u>
General Fund	\$	\$	\$	\$
Dept & National Dues	\$	\$	\$	\$
Restricted	\$	\$	\$	\$
Relief	\$	\$	\$	\$
Other Funds	\$	\$	\$	\$
Provide Names of fund	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Funds Total:</b>	\$	\$	\$	\$
Savings & CD's	\$	\$	\$	\$
<b>Total All Funds</b>	\$	\$	\$	\$
<b>Checking Bank Statement Balance This Report:</b>				\$
<b>Deposits in Transit:</b>				\$
<b>Less Outstanding Checks This Report:</b>				\$
<b>Total Checking Balance This Report:</b>				\$

**Funds Total & Total Checking Balance This Report MUST Match**

**List Outstanding Checks:**

<u>Check #</u>	<u>Amount</u>	<u>Check #</u>	<u>Amount</u>	<u>Total Outstanding</u>
				\$

This is to certify that the books and records of the Treasurer and Secretary have been audited and all money is properly accounted for. Audited Date: \_\_\_\_\_

Trustee #1 \_\_\_\_\_

Trustee #2 \_\_\_\_\_

Trustee #3 \_\_\_\_\_

Items to be Audited: Treasurer's Ledger/Computer Records, All Bank Statements, Cancelled Checks, Checkbook, Secretary's Minutes. Please sign those items. Make 4 copies of this Audit and give to President, Secretary, Treasurer, and #1 Trustee. **Send Original to Department Treasurer**

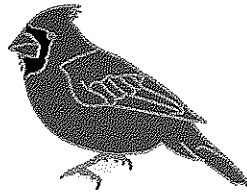
**In case of error, please return to:**

Name: \_\_\_\_\_ PH# \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

# President's Special Project Pins



**HONOR OUR VETERANS  
HONOR OUR FREEDOM**

**Honor Flights for all of Indiana**

Please plan on purchasing your pins for the President's Special Project at School of Instruction, August 11 and 12, 2017. The project this year is Honor Flight! The money will be distributed to all four hubs within our State.

Pins are \$3.00 each. They can be sold to anyone!! 😊

Please make checks payable to the VFW Auxiliary, Department of Indiana.

Earmark the check as "President's Special Project Pins"

Questions? Call Karen Muston 812-402-3182

**VFW Auxiliary, Department of Indiana**

**OFFICER/AUXILIARY CHANGE INFORMATION SHEET**

Please mark the appropriate office:

- President
- Secretary
- Treasurer
- Auxiliary Member

Old Info:

New Info:

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Member ID # \_\_\_\_\_

Auxiliary Changes:

Change of Meeting Time/Date

Old Info \_\_\_\_\_

New Info \_\_\_\_\_

Dues Amount Changes \_\_\_\_\_

Have you utilized MALTA to notify National of these changes to Officers/Auxiliary? Y / N

If possible, use MALTA to notify National of these changes. This form is to notify the Department for Roster Changes and mailing info for members.

Please send this form or email the information to:

Kasey Osborn, Department Secretary/Treasurer

410 E Dustman Rd

Bluffton, IN 46714

(260) 273-9571

osborn.kassandra@gmail.com

## Department President's Shirt Order Form 2017-2018

All shirts are Navy with state design embroidery on them.

Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

AUX #: \_\_\_\_\_ District #: \_\_\_\_\_

Address: \_\_\_\_\_

Who Picked up: \_\_\_\_\_

Sign: \_\_\_\_\_

**T-Shirts prices are XS-XL \$13.00 and 2XL-6XL \$15.00**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_ 6-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**T-Shirts With Pocket prices are XS-XL \$15.00 and 2XL-6XL \$17.00 PRE-ORDER ONLY**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_ 6-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_ Large

\_\_\_\_\_ 4-XL \_\_\_\_\_

**Long Sleeve T-Shirts prices are S-XL \$16.00 and 2XL-6XL \$18.**

Small \_\_\_\_\_ 2-XL \_\_\_\_\_ 6-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_ Large

\_\_\_\_\_ 4-XL \_\_\_\_\_

XL \_\_\_\_\_ 5-XL \_\_\_\_\_

**Ladies Polo (runs small) prices are XS-XL \$26.00 2XL - 4XL \$28.00 PRE-ORDER ONLY**

X-small \_\_\_\_\_ XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**Men's Polo prices are XS-XL \$26.00 2XL - 6XL \$28.00 PRE-ORDER ONLY**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_ 6-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**Sweatshirts prices are XS-XL \$20.00 and 2XL-5XL \$22.00**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**Pullover Hoodie prices are XS-XL \$25.00 and 2XL-5XL \$28.00 PRE-ORDER ONLY**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**Zip-Up Hoodie prices are XS-XL \$25.00 and 2XL-5XL \$28.00 PRE-ORDER ONLY**

X-small \_\_\_\_\_ XL \_\_\_\_\_ 5-XL \_\_\_\_\_

Small \_\_\_\_\_ 2-XL \_\_\_\_\_

Med \_\_\_\_\_ 3-XL \_\_\_\_\_

Large \_\_\_\_\_ 4-XL \_\_\_\_\_

**Name on right chest is additional \$3.00 for 1 Line \$5.00 for 2 Line (please print name)**

\_\_\_\_\_  
\_\_\_\_\_

**Total number of Shirts:** \_\_\_\_\_ **Total Amount of order:** \_\_\_\_\_

**Make Checks Payable to VFW AUXILIARY Dept of Indiana & earmark as shirts**

**Mail to:** Stacey Glover

812-453-4005 Call or Text

7356 W 1000 South

Staceygloveraux@gmail.com

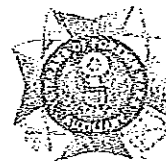
Cynthiana IN 47612

Delivery: (please mark one) State Convention \_\_\_\_\_ School of Instructions \_\_\_\_\_ Fall Conference \_\_\_\_\_ Spring Conference \_\_\_\_\_



# Big 10 Conference

October 13-15, 2017



Veterans of Foreign Wars and Auxiliary  
DEPARTMENT OF MINNESOTA

## Advanced Registration

Location: Minneapolis Marriott Airport, 2020 American Blvd., Bloomington, MN 55425

\$115.00 registration fee includes:

- ❖ Ditty Bag
- ❖ Two (2) drink tickets (for either Friday's Hospitality Mixer or Saturday's Banquet)
- ❖ Friday Hors D'oeuvres at Hospitality Mixer
- ❖ Saturday Breakfast
- ❖ Saturday Lunch
- ❖ Banquet ticket for Saturday evening

Advance Registration Deadline Postmarked By October 1, 2017

*Late registration will be \$125 per person*

MAKE CHECKS PAYABLE TO: Department MN V.F.W.

MAIL COMPLETED REGISTRATION FORM & PAYMENT TO: Dept of MN V.F.W.  
Rice Street Station  
PO Box 17146  
St Paul, MN 55117

Big 10 Registration 2017

PLEASE PRINT ALL INFORMATION

Big 10 Registration 2017

NAME(S) & TITLES: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

DEPT: \_\_\_\_\_ Post/Aux (Circle One) \_\_\_\_\_ Special Dietary Needs? \_\_\_\_\_

TOTAL # REGISTRANTS: \_\_\_\_\_ AMOUNT ENCLOSED: \_\_\_\_\_ CHK #: \_\_\_\_\_  
\$115 per person POSTMARKED by Oct. 1<sup>st</sup>... \$125 per person after

Transportation Information:

DRIVING: Arrival Date: \_\_\_\_\_ Time \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time \_\_\_\_\_

FLYING: Arrival Date: \_\_\_\_\_ Time \_\_\_\_\_ Airline/Flight # \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Time \_\_\_\_\_ Airline/Flight # \_\_\_\_\_

OTHER: Type: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Time \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time \_\_\_\_\_

# Advanced HOTEL Registration

Location: Minneapolis Marriott Airport, 2020 American Blvd., Bloomington, MN 55425

In order to be processed, all information must be complete. Please fill out a separate form for each room being requested. Housing requests will be handled as received.

FULL Name (Please PRINT)

Address

City, State, Zip

Phone

Post/Auxiliary No.

Department

Rooms:

Rate per Night:

Special Requests:

\$109.00 plus tax

-Single (one bed)

\$109.00 plus tax

-Double (two beds)

Sharing with:

Arrival Date

Departure Date

Credit Card Information: (Reservation MUST include guarantee deposit)

Type of card:

Number:

Expiration Date:

Name on Card:

FREE Parkir  
\*\*\*

Directly Across  
Mall of America &  
\*\*\*

FREE SHUTTL  
Airport, Mall & I

OR

Check #  for one (1) night made to Mpls Marriott Airport

NOTE: You may include an email address for receipt confirmation from MN Department Headquarters

Yes-I would like to receive an Email from Department confirming my 'Reservation has been Re

Email address:

Mail reservations to:

Department of Minnesota, VFW

Rice Street Station

PO Box 17146

St. Paul, MN 55117

Questions??

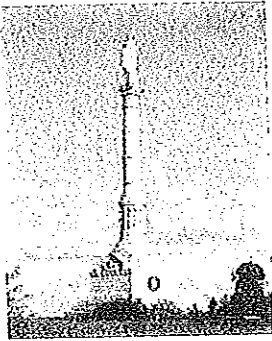
Contact Melody at Dept. Headquarters

651-291-1757

melodymnvfw@vfwmn.us

\*\*\*DEADLINE DATE: September 15<sup>th</sup>, 2017\*\*\*





**VIRGINIA'S 2017-2018 NATIONAL PRESIDENT'S  
CELEBRATING AMERICA'S FREEDOM EVENT (CAFÉ)  
YORKTOWN, VIRGINIA**

**THURSDAY, OCTOBER 19, 2017**

**YORKTOWN CAFÉ REGISTRATION FORM**

Hotel Reservations: Double Tree by Hilton Hotel,  
50 Kingsmill Road, Williamsburg, VA 23185  
(757) 220-2500 – See Hotel Form

CAFÉ Registration Fee (Thursday only): \$50/\$52.00\*  
Deadline Date to register: September 10, 2017

**COMPLETE ONE REGISTRATION FORM PER PERSON**

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Department Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_

- Do you have a special need? (Yes) \_\_\_\_ (No) \_\_\_\_
- Special Dietary Needs: (Yes) \_\_\_\_ (No) \_\_\_\_
- Briefly Explain: \_\_\_\_\_
- Are you bringing a Wheelchair or a Scooter? \_\_\_\_\_

Do you wish to walk in Morning Parade with the National Colors (about 1.5 miles)? (Yes) \_\_\_\_ (No) \_\_\_\_

Make checks payable to: Dept. of VA, VFW Auxilliary

Earmark check: Thursday – CAFÉ

**MAIL OR EMAIL REGISTRATION FORM AND CHECK/CREDIT CARD INFO TO:**

Debbie Martin, Celebration Treasurer 2017  
539 Westwood Drive, Ruckersville, VA 22968-3676  
Phone: (434) 985-7987 email: [deb0506@embarqmail.com](mailto:deb0506@embarqmail.com)

**CREDIT CARD PAYMENT:** Check one –  VISA  MASTER CARD  DISCOVER  AMERICAN EXPRESS

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
CVV Code: \_\_\_\_\_ (3 digit code shown on back of credit card) **\$2 Credit Card Fee = \$52.00\***  
Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**Thursday CAFÉ Fee Covers:**

Transportation to National Park for CAFÉ  
Entrance to American Revolution Museum  
Boxed Lunch & Drink (select sandwich)

PLEASE wear Uniform Shirt with Black  
Pants and Jacket – No flags. Wear  
comfortable walking shoes.

**Emergency Contact :**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone/Cell \_\_\_\_\_

**Choose your Lunch Sandwich:**

Ham \_\_\_\_\_ Veggie Wrap \_\_\_\_\_  
Curried Chicken Salad \_\_\_\_\_ (Dee's fave)  
If so, can you climb a few bus steps? \_\_\_\_\_

Questions: Please call Patricia Jurgensen, CAFÉ Registration Chairman  
Phone: 703-754-1244, Cell: 703-380-3024 email: [pjurgy@aol.com](mailto:pjurgy@aol.com)

Registration fee will not be refunded if cancellation is received after September 30, 2017.



# CELEBRATION REGISTRATION FORM

**Hotel:** Double Tree by Hilton Hotel, 50 Kingsmill Road, Williamsburg, VA 23185.  
Phone (757) 220-2500 - Reservation Form attached

Registration Fee: \$100.00/\$103.00\*

Deadline Date to register: September 10, 2

## COMPLETE ONE REGISTRATION FORM PER PERSON

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Department Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_

Emergency Contact :  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone/Cell \_\_\_\_\_

- Do you have a special need? (Yes) \_\_\_\_\_ (No) \_\_\_\_\_
  - Special Dietary Needs: Diabetic \_\_\_\_\_ Peanut Allergy \_\_\_\_\_ Vegetarian \_\_\_\_\_
- Briefly Explain any Health issues/concerns: \_\_\_\_\_  
 (Please let us know if you are in a wheelchair due to Transportation) Yes \_\_\_\_\_ No \_\_\_\_\_



- Friday Night Tuscany Buffett (Casual Dress): Tuscany - Pasta & Flavors of Italy  
 Saturday Night Banquet (Semi-formal) Choose: Pork \_\_\_\_\_ Salmon \_\_\_\_\_ Vegetarian \_\_\_\_\_
1. Whole Grain Mustard & Black Pepper-Crusted Pork Loin w/ Wild Mushroom in Marsala Sauce
  2. Pan-seared Sesame Crusted Salmon Filets
  3. Vegetarian not specified

Make checks payable to: Dept. of VA, VFW Auxiliary Earmark check: Virginia's Celebration

MAIL OR EMAIL REGISTRATION FORM AND CHECK/CREDIT CARD INFO TO:  
 Debbie Martin, Celebration Treasurer 2017  
 539 Westwood Drive, Ruckersville, VA 22968-3676  
 Phone: (434) 985-7987 email: [deb0506@embarqmail.com](mailto:deb0506@embarqmail.com)

CREDIT CARD PAYMENT: Check one -  VISA  MASTER CARD  DISCOVER  AMERICAN EXPRESS  
 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 CVV Code: \_\_\_\_\_ (3 digit code shown on back of credit card) \$3 Credit Card Fee = \$103.00\*  
 Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Questions: Please call Patricia Jurgensen, Registration Chairman  
 Phone: 703-754-1244, Cell: 703-380-3024 email: [pjurgy@aol.com](mailto:pjurgy@aol.com)

Registration fee will not be refunded if cancellation is received after September 30, 2017.