

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

VETERANS OF FOREIGN WARS AUXILIARY

Department of Indiana

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

General Orders #12

May 2019

Item #1: Delegate Forms/Fees: Please remember to submit your Delegate Forms and Fees if you haven't already done so. If your Delegate Forms/Fees for the Department are not sent to the Department Treasurer, you will not have voting rights at the Department Convention.

National: National requires a Delegate Form submission even if no one from your Auxiliary is attending National Convention. The Auxiliary Secretary should utilize Malta April 1-May 31 to input the Delegate information or fill out the Delegate Form for National and send it to National Headquarters.

Department: The Department Delegate Form/Fees are due by May 1. If you haven't sent yours in, please do so immediately and make sure to send it to Kasey Osborn.

District: District Delegate Forms to your District Secretary prior to your respective District Convention.

Item #2: Installation Forms, Auxiliary Secretaries: Please go into Malta under your Auxiliary Secretary Duties and enter the new Officer information. If you cannot use Malta, send it the Department Secretary/Treasurer, Kasey Osborn as soon as possible. The deadline on the form is in June, but the Department is requesting these forms as soon as possible to have the 2019-2020 Roster Book available at School of Instruction.

Item #3: Installations: According to the National Bylaws, your Auxiliary Installation must be performed prior to the Department Convention.

Item #4: District Conventions: District Conventions for Districts 1, 3-11 are this month. Please plan to attend your District Convention (meeting) as this will be election of your District Officers. The schedule and list of Department Representatives are included in this mailing.

Item #5: Department Convention: The Department Convention is scheduled May 30-June 2, 2019 at the Indianapolis Marriot East. Our National Representative will be National Conductress Jane Reape. The VFW National Representative will be National Quartermaster General, Debra Anderson. A schedule is included in this mailing. Make your plans to attend to receive your awards and to vote on several important issues that will affect your Auxiliary! There are several flyers in this mailing regarding convention. Please review them.

Item #6: Department Convention Banquet: The Banquet will be held on Saturday, June 1, 2019 at 6:00 pm. The reservation form is in this mailing. Please note the deadline to order tickets is May 23, 2019. Ticket Reservation Forms and monies are to be sent to State Headquarters. The information is on the form.

Item #7: President's Special Project: If your Auxiliary has not already donated to the worthy cause of "Pets Healing Vets", or if you wish to do so again, you may bring your donation to the Department Convention. If no one from your Auxiliary is attending the Convention, please send it to the Department Treasurer by June 1, 2019 to expedite processing for the current year Special Project.

Item #8: Officers-Elect: Per Section 806 of the National Bylaws, once the Department President has been installed, all Officers shall assume their duties. Due to the early Convention, Officers for 2019-2020 will take their office as of the Installation of the 2019-2020 Department President Elect-Jennifer Morris. Please request the information included in this packet from your current Officers for the Position of President.

Item #9: Auxiliary Treasurers: There is a message included in this mailing for you, please request it from the Auxiliary President.

Item #10: Audits: Please ensure that all audits are in. If your Audits are not turned into the Department Treasurer, you will not have award eligibility at the Department Convention.

Item #11: National Convention: The 106th National Convention will be held in Orlando, Florida, from July 20, 2019-July 24, 2019. Registration is available at

vfwauxiliary.org or there was a registration form in your National Magazine. The registration deadline is May 31, 2019.

Item #12: School of Instruction for 2019-2020: The dates for the School of Instruction for 2019-2020 is August 16-17, 2019 at the Indianapolis Marriot East in Indianapolis. Please call the Marriot to reserve your room as soon as possible.

By the Order of:



Cheryl Dillard, Department President
Department of Indiana

Attest:



Kasey Osborn, Department Secretary/Treasurer
Department of Indiana



VETERANS OF FOREIGN WARS AUXILIARY Department of Indiana

May

Hello Sisters and Brothers

I hope this finds you happy and well. The Department has been busy. The National Presidents Visit has come and gone. I feel she had a good time she loves History and she fell in Love with the Hotel. I was very proud of my home post 8302 they did a wonderful job Thank You again to them it was a great turnout there were 41 for lunch on Monday!

The testimonial was next for Commander Eric and myself at Richmond Post 1108 Great food and a very good turnout. Thank You so much.

Membership is still climbing I Thank You for that. I Believe we can do it!
Please get your Audits and reports in the year is almost over and you won't be eligible for awards if they aren't in.

This will be my last letter for my year. I have enjoyed my year as President there has been ups and downs but that's to be expected all in all its been a good year.
I want to Thank the ones that supported me and helped when and wherever they could I will always remember you for your Kindness.
Thank you to all my Chairman's for your hard work and dedication.
I have had my year and I'm not leaving by any means I'm just changing positions!
Thank You for what you do every day for our Veterans THEY are the reason we belong to this Organization.

To those who are sick lots of sunshine to those who has lost a love one Hugs and peace.
Listen to, Learn from, and work for our Veterans.

Yours Truly
Cheryl "Pete" Dillard
Department President

Hello Treasurers~

May 2019

What a wild ride this year has been! In my opinion, you have one of the hardest jobs in the organization, and guess what? You succeeded! Congrats on a great year! You've achieved so many great goals like mastering Malta, rolling with changes as they happen, assisting your Veterans and Posts, and building your memberships in the Auxiliary.

I can never say this often enough. THANK YOU!! You have been my source of inspiration, pride, and humility through this year. You have challenged me to work harder, to become a better person, and I am forever grateful to each one of you who took on the challenging role of Treasurer. One last request-make sure to pass on my gratitude to your Auxiliary for all their hard work!

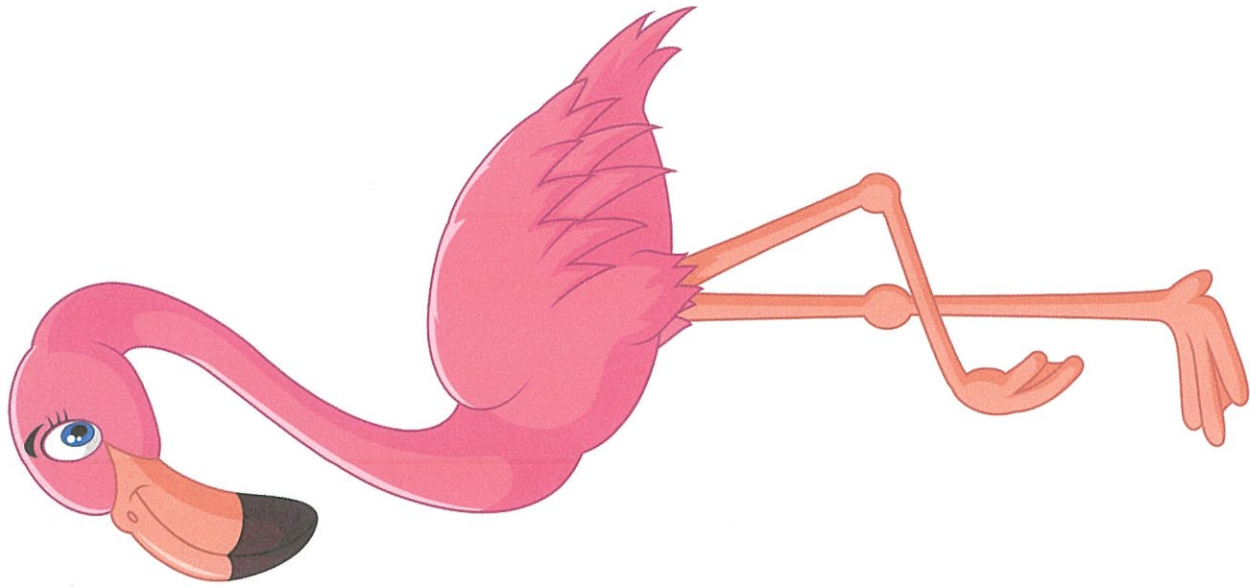
Don't forget these last few items as we roll towards the end of this year. I must have your Department Delegate Forms/Fees ASAP. They are due May 1, and if I don't get them, your Auxiliary doesn't have the right to vote. So, if you don't have them turned in, please get them to me. If you never received them, let me know ASAP. I have had some come back to me as undeliverable. Please make sure your own information (and that of your members) is updated in Malta.

Also, your audits are now due. I must have them in order for your Auxiliary to be eligible for the Awards it could potentially earn. If your District President contacts you about a missing audit, and you already submitted it, submit it again just to be sure. I don't want anyone missing out on recognition because an audit got lost in the mail!

Make sure to check out our website at www.vfwauxin.org If you click on resources and then Treasurer, there is information there about your duties. As the new year comes in, we will post more information on the website to assist you with your job. A great Treasurer and friend, Mike Fleenor, has created a spreadsheet that builds your ledger and audit for you. He is fine-tuning it and when it is ready, I will share copies if you choose to use Excel as your ledger.

As always, you have my eternal gratitude,

A handwritten signature in cursive script, appearing to read "Kasey".



DEPARTMENT PRESIDENT PETE'S LOVE GIFT!

It's that time again! It's time to show the love to our Department President Pete-to show her how much we appreciate her and everything she does for Indiana!

Please send your love gifts, made out to Jennifer Morris-Department Senior-Vice President!

Jennifer Morris

4715 W CR 200 S

Cory, IN 47846

Please send your love gift by May 15, 2019



816-561-8655 or FAX 816-931-4753

VFW AUXILIARY

Unwavering Support for Uncommon Heroes™

Memo

DATE: April 4, 2019

TO: National Officers
National District Council Members
Department Secretaries
Past National Presidents
Department Presidents
Department Treasurers

FROM: Ann Panteleakos, National Secretary - Treasurer

SUBJECT: 1) Clarification on acceptance of credit cards as payment

2) Third party fundraisers

1) Departments and Auxiliaries may accept credit card payments if the Auxiliary votes to do so, bearing in mind that any fees associated with accepting these types of payments would be absorbed by the Auxiliary. To accept credit card payments, the Auxiliary would need to contact their bank or some sort of credit card processor such as "Square."

2) Section 915 of the Bylaws state that no Auxiliary shall be permitted to solicit funds or donations by employing, in part or in whole, fundraising organizations or individuals (such as "GoFundMe") without the prior approval of the Auxiliary's Department Council of Administration.

DEPARTMENT OFFICERS: PLEASE DISTRIBUTE THIS MEMO TO YOUR AUXILIARIES AND DISTRICTS.

District Meeting Schedule						
District	Auxiliary	Location	Time	Date	Notes	Department Representative
1	717	St. John	12:00 CST	5/19/2019		Jennifer Morris-Dept. Sr. Vice President
2	748	Knox	2:00 EST	4/28/2019		Harriet Figg-Dept. Conductress
3	2536	Michigan City	1:00 EST	5/5/2019	Aux will meet at another location	Anna Mauk-Dept. Jr. Vice President
4	1892	Garrett	2:45 EST	5/18/2019	Lunch from 12:30-2:30	Cheryl Dillard-Dept. President
5	2067	Peru	4:00 EST	5/4/2019		Kasey Osborn-Dept. Sec/Treas
6	10003	Carmel	11:00 EST	5/5/2019		Linda Misuraca-Dept. Chaplain
7	7850	Gosport	10:30 EST	5/19/2019		Anna Mauk-Dept. Jr. Vice President
8	1832	Clarksville	9:00 EST	5/19/2019		Amanda Etchison-Dept. Guard
9	1969	Madison	1:30 EST	5/5/2019	Lunch at Noon/Loyalty Day	Kasey Osborn-Dept. Sec/Treas
10	2693	Greenfield	1:30 EST	5/19/2019		Cheryl Dillard-Dept. President
11	2839	Speedway	10:30 EST	5/11/2019		Cheryl Dillard-Dept. President

April 16, 2019

Brothers and Sisters:

April 1, 2019- was the deadline for me to receive your deceased listing for 2018. Regretfully, I am missing reports from a lot of Auxiliaries. I am listing them below.

**PLEASE SEND ME AN EMAIL (pattymis0583@aol.com)
-WITH THE INFORMATION ASAP OR YOUR DECEASED
WILL NOT RECEIVE THE RECOGNITION AT THE MEMORIAL
SERVICE:**

Dist 1 5365

Dist 2 2511, 1728, 1343, 1126, 1121, 1106

Dist 3 All received

Dist 4 2457, 3846, 4717, 6236, 6752, 7205

Dist 5 1110, 1152, [REDACTED] 7403

Dist 6 910, 1431, 1550, 2395, 3318, 6574, 6653, 10003

Dist 7 604, 1111, 1157, 1257, 1405, 2714, 5864, 7117

Dist 8 All received

Dist 9 All received

Dist 10 571, 1472, 2693, 2695, 6904, 7086

Dist 11 All received

I am beginning to put the book together and need anyone who has not submitted their information to do so by the 7th of May. Once I begin printing, I will not be able to include your auxiliary information.

Since my last report, I have sent out the following cards:

35 Thinking of You

43 Get Well Soon

69 Sympathy Cards

Thank you

Linda Misuraca

Chaplain

(812) 589-1418

Pattymis0583@aol.com

INPUT INTO MALTA OR MAIL TO VFW AUXILIARY NATIONAL HEADQUARTERS BY JUNE 30, 2019

2019-2020 Warrant and Installation Report for Auxiliaries and/or Districts

This will certify that _____ is authorized and empowered to install the Officers of _____
(Name of Installing Officer with: Past Auxiliary President or held higher elective Auxiliary office; Past Post Commander or higher elective office)

Auxiliary to Post No. _____ in District No. _____ located at _____ in accordance with Section 806A of the Bylaws and Ritual of the Veterans of Foreign Wars of the United States Auxiliary or the installation shall be null and void until such time as the Bylaws are complied with.


Signature of Department Secretary


Signature of Department President

The following information about the Auxiliary's meetings is required:

Date of Installation: _____ Continuous Annual Dues Per Member: \$ _____

Meeting Date: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ Last ☐ (select Date)

Meeting Day: Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun. ☐ (select Day)

Meeting Time: A.M. ☐ P.M. ☐ (select A.M. or P.M.)

Meeting Place: _____

Meeting Street Address: _____ Meeting City: _____ Meeting State and ZIP: _____

Phone No. of Meeting Place: (____) _____ Please note offices/positions denoted with an asterik (*) listed below are **REQUIRED**.

President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

Senior-Vice President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

Junior-Vice President*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address

Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)
				<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

INPUT INTO MALTA OR MAIL TO VFW AUXILIARY NATIONAL HEADQUARTERS BY JUNE 30, 2019

2019-2020 Warrant and Installation Report for Auxiliaries and/or Districts

Secretary*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address
Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Treasurer*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address
Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Trustee No. 3*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address
Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Trustee No. 2*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address
Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work
Trustee No. 1*	Member ID No.	Auxiliary No.	First Name	Last Name	Email Address
Mailing Address	City	State	Zip Code	Primary Phone Number (Home/Cell/Work)	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work

The Installing Officer certifies that he/she is a Past Auxiliary President or held higher elective Auxiliary office; or he/she is a Past Post Commander or held higher elective Post office; and all Bylaws and Regulations have been complied with according to National and Department Headquarters.

Signature of Installing Officer

Title of Installing Officer

Date

VFW Auxiliary, Department of Indiana
State Convention
May 30-June 2, 2019
Indianapolis Marriot East Conference Center

Tentative Schedule. Subject to Change by the Department President*
All meetings (except PDP) will be held in Liberty Hall

Thursday, May 30, 2019 (Dept. President Pete's Shirts)

Registration	4:00pm-8:00pm
Department Line Officers Meeting-Meeting Room	3:00pm
Program Chairmen Meeting (2018-2019)- Meeting Room	3:30pm
District Presidents (2018-2019)-Meeting Room	3:30pm
Past Dept. President Meeting (In the President's Suite)	4:00pm
Dept. Line Officers/Chairmen/District Presidents (2019-2020 with Jennifer)	5:00pm-6:00pm
Past Dept. President Dinner (Invitation Only)	5:00pm
Council of Administration (2018-2019)	7:30pm
Officer's Floor Practice/Floor Team/Cross of Malta	8:30pm

Friday, May 31, 2019 (National Blue-Official Look)

Registration	8:00am-4:00pm
Joint Memorial Service (tentative start times)	8:00am-9:00am
Joint Opening (tentative start times)	9:00am-10:15am
Ritualistic Opening of the 2018-2019 Department Convention	10:15am-12:00pm
Presentation of Pages, Announcement of Committees	
Memorial Service-Department Chaplain Linda Misuraca	
Lunch	12:00pm
Dept. President Lunch (pages)	12:00pm
Dept. Convention Resumes	1:30pm-5:00pm
Past Department President Greetings	
Chairman Awards, 1 st Nominations for Dept. Officers	
Dinner with National Representative (hotel restaurant)	6:00pm
Reception for our National Representative (President's Suite)	8:00pm

Saturday, June 1, 2019(National Blue-Official Look)

Registration	8:00am-11:00am
Line up for Massing of the Colors	7:45am
Massing of the Colors/Department Convention Resumes	8:30am
Presentation of Flags by Patriotic Instructor	
Allied Greetings	
Program Chairman Awards Resumes	
Lunch	11:30am-1:00pm
Past President Association Lunch	
Department Convention Resumes	1:00pm

Saturday, June 1, 2019 Continued

Membership
New Business
National Representatives Message
Election of 2018-2019 Officers

15 Minute Break before Installation

Installation

Presentation of Past Department President's Pin

Ritualistic Closing of the 2018-2019 Department Convention

Council of Administration for 2019-2020 C of A Immediately following the close of the Convention.

Banquet

6:00pm

Reception for Commander Mike Simms and President Jennifer Morris

After the Banquet

****Tentative Schedule. Subject to Change by the Department President****

VETERANS OF FOREIGN WARS OF THE UNITED STATES

P.O. BOX 361370
INDIANAPOLIS, INDIANA 46236

DEPARTMENT OF INDIANA
TELEPHONE (317) 377-1795
FAX (317) 377-1797

9555 E. 59th STREET
INDIANAPOLIS, INDIANA 46216



**2019 STATE CONVENTION
Banquet & Officer Installation**

INDIANAPOLIS MARRIOTT EAST HOTEL

June 1, 2019 6:00P.M.

\$32.00 PER PERSON

.....
MENU

Rolls, All American Salad,
Chicken Marsala,
Chocolate Cake, Ice-Tea & Coffee
.....

Dinner Banquet to be held on Saturday June 1, 2019.

Tables of ten (10) are available for \$320.00

Individual tickets are available for \$32.00

Please fill out the form below to reserve your tickets.

Make checks payable to: Department of Indiana VFW, P.O. Box 361370, Indianapolis, IN 46236.

Fax (317)377-1797,

To pay by Credit Card, please call State Headquarters @ (317)377-1795

Tickets can be picked up at Registration.

.....
2019 State Convention

Post _____

Auxiliary _____

Name _____

Address _____ City _____ Zip _____

Number of Tickets _____ Amount Enclosed _____

TICKET ORDERS MUST BE RECEIVED NO LATER THAN THURSDAY, MAY 23, 2019

2019 State Convention

May 30th-June 2nd

The VFW has rooms blocked for Thursday, Friday, and Saturday nights at the following hotels

Delta Hotel

(Attached to the Marriott)

\$89.00 + tax per night

(317) 359-1021

7304 E 21st St, Indianapolis, IN 46219

Marriott East

\$119.00 + tax per night

(317) 352-1231

7202 E 21st St, Indianapolis, IN 46219

PRESIDENT'S LUNCHEON
STATE CONVENTION – MARRIOTT HOTEL

MAY 31, 2019

MENU

CHICKEN PARMESAN
RIGATONI MARINARA
BREADSTICK
ALL AMERICAN SALAD
CHEESECAKE W/STRAWBERRY TOPPING
ICED TEA, WATER, COFFEE

\$26.00

NAME _____

ADDITIONAL NAMES _____

Aux. # _____

District # _____

Total _____ x \$26.00 = \$ _____

MAKE CHECKS PAYABLE TO VFW AUXILIARY BY MAY 15

MAIL TO: PATTI WEBERDING

151 N TOWNSHIP LINE RD

BATESVILLE, IN 47006

Past Presidents Association

There is still time to support President Pete's Special Project by paying 2019 dues to the Past Presidents Association.

Dues are only \$2 for the year. Checks or money orders should be made out to Judy Phillips and mailed to her address at P. O. Box 289, Patoka, IN 47666-0289. Be sure to provide a return address so that your dues card may be mailed back to you.

Membership is open to all persons who have served as president of the VFW Auxiliary on any level of the organization.

Judy Phillips, Treasurer, Past Presidents Association

Past President's Association Luncheon

Saturday, 1 June 2019
1130 AM
Lincoln Square Pancake House

Menu

Turkey and Bacon Club Sandwich

French Fries

Fresh Fruit

Tea, Coffee, or Soda

\$15.00 per person
(Includes tip and gratuity)

Please make checks out and send to :

Shirley Heflin
5122 Apple Spruce Drive
Indianapolis IN 46235

Money must be received by 25 May 2019

Name: _____

Tickets _____ x \$15.00 Total:

*Must have paid 2018 – 2019 Past President Dues!

*Please bring a small gift to exchange

*If you have any questions, please contact me at sheflin57@yahoo.com or
call me at (317) 270-0518

Looking forward to seeing you there!!

INDIANA VFW STATE CAMPOUT

OCTOBER 3-6, 2019

PIONEER ENGINEERS CLUB

3707 S 200W

RUSHVILLE, IN 46173

THIS STATE CAMPOUT IS FOR ALL VFW AND VFW AUXILIARY MEMBERS AND FAMILIES IN INDIANA. WE WOULD LIKE TO CELEBRATE WITH A LARGE CROWD. IF YOU HAVE NEVER ATTENDED, YOU HAVE MISSED A GOOD TIME, SO PLAN TO ATTEND THIS YEAR. CAMP SITES ARE 30 AMP AND CAMPGROUND HAS A DUMPING STATION AND WATER ON SITE. EVEN IF YOU DON'T CAMP YOU ARE WELCOME TO COME AND SPEND THE DAY. A LARGE CLUBHOUSE WITH A/C IS THE MEETING SPACE FOR EATING OUR MEALS, BINGO, CARDS, AND OTHER FUN THINGS. KARAOKE FRIDAY AND SATURDAY

REGISTRATION FEE: \$10 PER PERSON (16 AND OLDER) TO RECEIVE A BRACELET

CAMPING SITES ARE FREE

FOOD ALL WEEKEND

CAMP MEETING WILL FOLLOW DINNER ON SATURDAY.

STATE CAMPOUT CHAIRPERSON

DON KING (812) 852-0053

STATE CAMPOUT SECRETARY/TREASURER

JENNIFER MORRIS (812) 236-4403

Youth Activities Program 2018-2019-April General Orders

Judy Williamson-Department Chairman

303 E Sinclair St

Fort Branch, IN 47648

(812) 664-1847

judyablock@hotmail.com or jwilliamson@etfcu.org

Thank you for all you have done with the Youth and everything you do for our Veterans! It has been a great year. I am still missing some reports. If you could call, text, e-mail, or snail mail a report so we can reach 100%.

We are over 87% reported and I would like to make that 100% for our Department President. So please, let me know if you just read my monthly guide sheets in your meeting then you can report that. Thank you once again for everything you do!

Auxiliaries that are missing reports for Youth Activities:

District 1-1109, 2724, and 5365

District 2-1126, 1343, 7760, and 9383

District 3 and 4-100% reported.

District 5-266, and 7403

District 6-1752, 2395, 3318, and 10003

Districts 7-11 are 100% reported.

THANK YOU FOR ALL THAT YOU DO FOR OUR VETERANS AND OUR YOUTH!

WEBSITE INFORMATION

Our Website: www.vfwauxin.org

General Orders are on the website listed Resources

Please, please, please note that there is NOTHING behind the "member login" section of the site, so you do not even have to bother with that. If and/or when we do put articles/items behind the login, we will notify the Membership and provide you with credentials to login.

For Officer/Chairman information-please go to the "About Us" tab on the top of the screen.

For Announcements-please scroll to middle of the main home page of the site.

For Programs-Click on Programs at the top and pick the one you want from the list that drops down.

For Resources-Information for Treasurers, Malta, and other tips are under the Resources tab. Click on what you want from the drop down menu.

Also, if you have Facebook, our Official Department Page is www.facebook.com/DepartmentPresidentIN

2019-2020 President-Elect Information

If you are a returning President or an incoming new President, please know that you are to get General Orders for your Auxiliary.

In order to make sure that you receive your General Orders for June and for the future year, you should notify Department Secretary/Treasurer Kasey Osborn of the method in which you need to receive your General Orders (email, website, or hard copy in the US Mail).

You can reach out to Kasey before May 20, 2019.

(260) 273-9571 Call or Text

osborn.kassandra@gmail.com

AUXILIARY

Auxiliary President

Congratulations, you have been elected to the highest office in your Auxiliary.

Guidelines have been established to assist you in having an effective and productive year as Auxiliary President and to give you the confidence and knowledge to successfully perform your duties and obligations. Never be afraid to ask questions of your mentor, Department Chief of Staff or Department President.

Best Practices of an Auxiliary President:

1. Always have a positive attitude; your attitude sets the tone for your year.
2. The first thing you will want to do is choose an Installing Officer to install you and your officers for your term of office. It must be a person who has held the office of Auxiliary President, Post Commander or of a higher leadership title.
3. If you are doing a joint Installation with the Post; you will need to talk with your incoming Commander and both agree upon a date and time. **Do not assume anything.**
4. Your next step will be to appoint your Secretary, Patriotic Instructor, Historian and Floor Officers if your Auxiliary does floor work or any of the ceremonies. (See the *Ritual* for further information.)
5. Work with the presiding Auxiliary Secretary to fill out and send the Installation report to the proper place. It can also be inputted through MALTA. (Installation Warrants are no longer necessary.)
6. National Programs are determined year to year by the incoming National President. You will need to check the VFW Auxiliary National website, Department website or make contact with the Department Secretary. Before appointing your Program Chairmen for your term of office, make sure you are educated on and have a plan to cover all programs.
7. On the National Auxiliary website, www.vfwauxiliary.org, you will find all the resources to assist you in your duties: training manuals, necessary forms, *VFW Auxiliary Magazine*, National event schedules and the VFW Auxiliary Online Academy webinars.
8. Sign up for the VFW Auxiliary newsletter at www.vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to info@vfwauxiliary.org.
9. MALTA – If you have not already done so, activate your MALTA account by going to www.vfwauxiliary.org and click on Member Login. You will be given access to your President duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your *VFW Auxiliary Magazine* on the mailing label above your name.
10. Your National Bylaws and Ritual must be the current edition. This will be your go to book for most of your answers. Take the time to read through and acquaint yourself with the workings of the

(24)

organization. You can purchase current National Bylaws (known as the *Podium Edition Bylaws and Ritual*) from the VFW Store, www.vfwstore.org. Digital versions are also available.

11. Have a planning meeting with your incoming Officers and Chairmen to decide what programs or events you might like to do in your term. Include dates, places and times. Make sure that you confirm all events, dates and times with the Post Commander and Post House Committee Chairman.
12. Speak with your Commander to have a joint Officers and Chairmen meeting to work as a team in planning and presenting programs. Working together as a TEAM will bring success.
13. Keep a good working and communicating relationship with your Commander.
14. After your Department Convention, you will officially take office. Now excitement within the Auxiliary begins!
15. Read and follow through with Section 810, bullet No. 4. You must report certain items to your VFW counterpart within 30 days of taking office.

Being Prepared:

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel and any correspondence you have received to hand to your Secretary. A suggested agenda/order of business can be found on Page 27.)
2. It is the job of the Conductor/Conductress to see that the meeting is set up properly. As an Auxiliary President, it will be your job to see that it is carried through.
3. Highlight your part of the meeting in the Ritual section of the National Bylaws.
4. Before every meeting, make contact with your Auxiliary Secretary for any unfinished or new business. Make contact with the Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor.
5. Make a list of the Chairmen you want to report every month to assure you don't leave anyone out.
6. Have notes ready for discussion you might have about an event or upcoming programs.
7. Make sure all Officers have a current Ritual and know their ritual parts.
8. Start your meetings on time. Keep your meeting short and informative.
9. Have committee members discuss their plans prior to the meeting, so that only the facts and information are reported on the floor. This helps to make the meeting brief and productive.
10. Be enthusiastic with the programs and make sure you thank the Chairmen and everyone for attending and participating.
11. Dress appropriate; you lead by example.

3. Communicate with your members often and in a variety of different ways, whether by one-on-one conversations, team meetings, blog posts, email, phone, Skype or any other medium.
4. As President, you will need to communicate regularly with your VFW, Auxiliary, District, Department and National throughout your term of office.
5. Help set goals for your Auxiliary, but be a team player. Work closely with your Secretary and Treasurer.
6. When making decisions, take time to think it through, do research or ask a mentor for advice. Your decision should be rendered in a kind but firm manner.
7. There are many things to accomplish and many tasks to perform during the year. To keep them from getting overwhelming, learn how to assign duties to other members. Ask in a personal way and be specific about what you are asking to be done and the time commitment necessary.
8. Be sure that Officers, Trustees and other positions get the training needed. If you need assistance in this area, check the Department and National websites for resources or contact your Department Secretary or Chief of Staff for guidance.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can; that is all that anyone can do. Thank you for being Auxiliary President!

Good luck! The success of your term of office depends on your leadership!

PRESIDENT'S PINS

2019-2020

PINS FOR THE 2019-2020 YEAR WILL BE ON SALE AT THE DEPARTMENT CONVENTION! YOU CAN PRE-ORDER YOURS TODAY! PLEASE CONTACT KAREN MUSTON WITH THE AMOUNT OF PINS YOU WANT TO ORDER.

PHONE: 812-760-6909 (CALL OR TEXT)

EMAIL: rkmuston@yahoo.com

DO NOT SEND ANY MONEY NOW-BRING IT WITH YOU TO CONVENTION! HERE'S A SAMPLE OF THE PIN (IGNORE THE 3D AND LINE DRAWN THROUGH)



Department President's Shirt Order Form 2019-2020

Jennifer's
Year

All shirts are Royal Blue 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 _____



Men's Polo with pocket prices are XS-XL \$27.00 2XL – 4XL \$29.00 PRE-ORDER ONLY

X-small _____	XL _____
Small _____	2-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 \$8.00 for 3 Lines (please print name)

Total number of Shirts: _____ **Total Amount of order:** _____

Shipping Amount: _____

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 _____