AUXILIARY TO VFW DEPARTMENT OF VIRGINIA PRESIDENT’S BOOK 2017-2018
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greetings From Department President Linda Bond</td>
<td>1</td>
</tr>
<tr>
<td>Greetings from National President Dee Guillory</td>
<td>2-3</td>
</tr>
<tr>
<td>Americanism, Judy Goodbar</td>
<td>4</td>
</tr>
<tr>
<td>Banner, Cathy Graham</td>
<td>5-6</td>
</tr>
<tr>
<td>Chaplain, Maggie Myers</td>
<td>7</td>
</tr>
<tr>
<td>Chief of Staff/Extension, Betty Gimble</td>
<td>8-9</td>
</tr>
<tr>
<td>Historian, Vicki Butler</td>
<td>10</td>
</tr>
<tr>
<td>Hospital, Carol Vangi</td>
<td>11-12</td>
</tr>
<tr>
<td>Legislative, Judy Lupole</td>
<td>13</td>
</tr>
<tr>
<td>Membership &amp; Leadership, Marcia Semones</td>
<td>14-15</td>
</tr>
<tr>
<td>Recruitment/Trainer Guidance, Patricia Jurgensen</td>
<td>16</td>
</tr>
<tr>
<td>President's Special Project, Fred Jennings</td>
<td>17</td>
</tr>
<tr>
<td>Scholarships, Therssa Russell</td>
<td>18-23</td>
</tr>
<tr>
<td>Veterans and Family Support, Cherie Sizemore</td>
<td>24-25</td>
</tr>
<tr>
<td>Youth Activities, Kim Lawson</td>
<td>26</td>
</tr>
<tr>
<td>MALTA &amp; Meeting Minutes - Secretary, Ellen Stogsdill</td>
<td>27</td>
</tr>
<tr>
<td>Treasurer, Debbie Martin</td>
<td>28</td>
</tr>
<tr>
<td>Web Site &amp; Social Media Platforms and Web Mail Instructions</td>
<td>29-30</td>
</tr>
<tr>
<td>Americanism Report Form</td>
<td>31</td>
</tr>
<tr>
<td>Chaplain Report Form</td>
<td>32</td>
</tr>
<tr>
<td>Chief of Staff/Extension Report Form</td>
<td>33</td>
</tr>
<tr>
<td>Historian Report Form</td>
<td>34</td>
</tr>
<tr>
<td>Hospital Report Form</td>
<td>35</td>
</tr>
<tr>
<td>Legislative Report Form</td>
<td>36</td>
</tr>
<tr>
<td>Membership &amp; Leadership Report Form</td>
<td>37-39</td>
</tr>
<tr>
<td>President's Special Project Report Form</td>
<td>40</td>
</tr>
<tr>
<td>Scholarships Report Form</td>
<td>41</td>
</tr>
<tr>
<td>Veterans and Family Support Report Form</td>
<td>42</td>
</tr>
<tr>
<td>Youth Activities Report Form</td>
<td>43</td>
</tr>
<tr>
<td>Member/Transfer Application Form</td>
<td>44</td>
</tr>
<tr>
<td>Membership Summary Form</td>
<td>45</td>
</tr>
<tr>
<td>VFW Auxiliary Membership Update Form</td>
<td>46</td>
</tr>
<tr>
<td>Officer Change or Correction Form</td>
<td>47</td>
</tr>
<tr>
<td>Auxiliary Audit Report</td>
<td>48</td>
</tr>
<tr>
<td>District Audit Report</td>
<td>49</td>
</tr>
<tr>
<td>Form 990-N</td>
<td>50</td>
</tr>
<tr>
<td>Form 8822-B</td>
<td>51-52</td>
</tr>
</tbody>
</table>
Greetings from Department President Linda Bond

Brothers and Sisters:

I cannot begin to tell you how proud I am to serve as your Department President this year. Thank you all for your love and support.

This year, one of the many challenges we face will be learning the new membership database computer system called MALTA (Membership Auxiliary Leadership Technology Access). We are off to a great start with 50 members attending the first training session. MALTA will allow you real time access to membership information. You will be able to pay your own dues, update your profile, convert to Life and get a copy of your membership card. Every President, Secretary and Treasurer will have access to numerous reports and information. Be sure to check out the MALTA video on the National website at the Online Auxiliary Academy. MALTA is not 100%, but National is working hard to fix the problems. Also, National will mail the membership cards as members pay their dues. Know that National has listened to your comments regarding the new cards and they are working to remedy the issues. If you need assistance or have any questions, please contact me, Betty Gimble, Ellen Stogsdill or Debbie Martin.

New members are critical to our organization and our National Recruiter (Patricia Jurgensen) and line officers are always available to assist you with any recruiting questions or concerns. When you recruit new members, remember that it is essential to make them feel welcome! This is one of our major challenges we need to focus on, and I know we can do it!

National Convention was awesome; one of the best I have attended. The installation of Dee Guillory as National President was a huge highlight for me. I want to extend our congratulations to Dee and let her know how much we love her, how proud we are of her and that we are here to support her in any way we can. If you missed National Convention, you can see Dee at CAFE (Celebrating America’s Freedom Event) in October in Yorktown, VA.

Let’s all Light the Way for Our Veterans to help them Catch Their Dreams!

Changes have been made to the Ritual so be sure and order the new version when they become available in October.

I want to thank all of the auxiliaries for getting their installation reports in on time. Remember, bonds must be paid by September 15, 2017 to receive a banner.

I am looking forward to seeing all of you when I make my visits across the state throughout the year. If you have a problem or a question, the line officers and I are only a phone call away. We are ready to assist you in any way we can.

Loyally,

Linda L. Bond, President

Department of Virginia

"Light the Way for Our Veterans"
Greetings from National President Dee Guillory

To my Brothers and Sisters:

I am proud to serve you and our VFW family this year. I believe my Grandparents are smiling down at me from heaven, for accepting the challenge of being your National President. Grandpa’s serving in WWII and Korea provided my eligibility for membership in our organization and my memories of him centered around the VFW and their events. He died of cancer when I was eight years old, yet he knew I was an active member of the Junior Girls Unit, and my Mother was our Advisor. My Grandmother joined the Auxiliary, then Mom, and then we were three generations of auxiliary members. My service this year is in memory of my Grandparents and their Legacy.

Each year we face challenges at every level of our organization. My auxiliary is very small, and my VFW Post meets in a Disabled American Veterans building. I understand the challenges facing many of our auxiliaries across this great nation. Turning those challenges into opportunities that move us into the future is the way to Catch the Dream for our Veterans. Our headquarters’ staff works very hard to assist us in meeting those challenges.

This year our new computer system comes on line. We call it MALTA: Membership and Auxiliary Leadership Technology Access. Please do not be afraid to log in and search all the nooks and crannies of its capabilities. Our goal is for each member with email to update their information – yes, now YOU can change your own address, phone number, email, etc. You can enter vital information we need about your job, volunteer skills, education or certifications. You will even be able to track your National Delegate status before attending the National Convention. We are very excited about the opportunity for our members to access this new technology. Each President, Secretary, and Treasurer at every level will have access to numerous reports and information. There’s even a video on using MALTA on our website in the On-Line Academy. Please call Headquarters or send an email if you find a problem in the system. We are open to your thoughts and ideas to improve our processes.
We are implementing a new process for membership cards. First, each life member receives a new card with their information is on the backside barcode. Members paying annual dues will receive their cards through the mail, and they too will have the barcoded information. It will expedite your check-in to National events and keeps us apprised of your attendance. We are very security conscious — our software engineers and developers use the latest industry processes to ensure your birthdate and other information is kept safe. We realize that no system is 100% secure these days, but we are in good hands and I am proud of the capabilities the MALTA development team has provided to ALL our members. Stay tuned for these details in July 2017.

Our National Certified Recruiter Training (NCRT) program is a great asset to the Departments, Districts, and Auxiliaries. We may have fewer Trainers in the Departments; however, I believe we still have not reached local members that desperately need the training, and may not attend meetings at a higher level to get that vital information. So, what is the solution? Ensure training is taken to the local auxiliary level.

Training is vital to our organizations success. I believe it is our biggest Challenge in bridging the new member and the Generation Gaps. The History and Legacy of the past have shaped our VFW Auxiliary; we should embrace that knowledge while moving forward into the future. We need to train our grassroots membership and this challenge grows as we recruit new members, no matter their age or gender. Embrace the future while remembering the values of the past, and face those challenges with new opportunities to learn and grow. I have faith that we can Catch the Dream for Our Veterans in 2017-18, and continue to meet future challenges in the years to come.

Loyally,

[Signature]

Dee Guillory
National President

Pictured above are 3 generations of District #1 Presidents in Virginia
Dee served (1987-88):
(Left to right)
Myra Rowand (Grandmother), Darlene Mays-Tittman (Mom) and Dee Wren (not yet Guillory)
Americanism

“Americanism is an unfailing love of country, loyalty to its institutions and ideas; 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.”

First I want to thank you all for all you do to promote Americanism in your Auxiliary. In the world today we need to promote Americanism each day, everywhere.

*What is the No. 1 way to connect with the community through your program?*

We can connect with so many people in our community by inviting families and other organizations to our patriotic events. School children and their families, scout troops, Family Readiness Groups (FRG), National Guard Units and church groups are a good place to begin. Consider hosting a **Patriotic Family Fun Day**. It is a great way to bring families and children together to help spread patriotism throughout our communities. It is also a way to share with others the great work we do in this organization on a daily basis. Bringing the community together to spread patriotism is what it is all about. We can also attract others to join our organization when they see firsthand our enthusiasm and commitment to our veterans who gave us the freedoms we enjoy every day. Diana Rudeen is the National Americanism Ambassador.

I want you to think out of the box and be creative with your ideas to help our National Chairman achieve this goal. This is a great program to initiate in all our Auxiliaries. Just think of a community coming together to celebrate our Veterans. Please take time to read your July Auxiliary magazine, it has some great ideas.

**Patriot Day is September 11.** This day is to perpetuate the memory of those who perished in the attack on America that occurred on this date in 2001.

**POW/MIA Recognition Day** is the third Friday in September. This year that is **September 15, 2017**.

**Gold Star Mother’s and Father’s Day** is the last Sunday in September. (September 24, 2017) Americans are encouraged to display the flag and hold appropriate ceremonies as a public expression of our nation’s gratitude and respect for our Gold Star Mothers and Fathers.

These are great dates to teach our communities about our Patriotic Days and about whom the VFW Auxiliary is and what we do for our Veterans.

*Americanism is not something we do, it is who we are!*

I look forward to working with each of you in the upcoming year. Please let me know if I can help you in anyway. Once again thank you for all that you do for the veterans and your Auxiliary.

Judy Goodbar
865 Toad Run
Lexington, VA  24450
amech@va.vfwaux.com   540.4634056
Membership:

100% Plus at least 1 member dues paid by April 30, 2018 to receive a banner at June Convention or if by June 30, 2018 will receive Banner at their first District meeting. All requirements based on June 30, 2017. All dues are sent to Department Treasurer Debbie Martin, 539 Westwood Drive, Ruckersville, Virginia 22968-3676

Checks payable to: VFW Auxiliary, Department of Virginia. Postmarked no later than April 26, 2018, or by June 26, 2018.

Auxiliary Audits (National By-Laws Sec. 814)

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<thead>
<tr>
<th>Quarter</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>April, May, June 2017</td>
<td>July 31, 2017</td>
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<td>Third</td>
<td>July, August, September, 2017</td>
<td>October 31, 2017</td>
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<td>Fourth</td>
<td>October, November, December, 2017</td>
<td>January 31, 2018</td>
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<td>First</td>
<td>January, February, March, 2018</td>
<td>April 30, 2018</td>
</tr>
</tbody>
</table>

NOTE: Both outgoing and incoming Treasurers and Trustees should be present for the Second Audit

Department Treasurer will verify Receipt of Audit to Department Banner Chairman.

District Dues (National By-Laws Sec. 506)

Auxiliaries MUST Pay District Dues by September 30 of current Auxiliary Year.

District Treasurer will verify payment to Department Banner Chairman.

Attendance

At least one Auxiliary member MUST be present at each District Meeting. District Conventions/Election of Officers DOES NOT count. District Secretary will verify attendance to Department Banner Chairman.

Auxiliary President, Sr. Vice President, Jr. Vice President, Secretary or Treasurer must attend either the District or Department School of Instruction: District School of Instruction must be held by October 31, 2017. The Department School of Instruction is to be held August 26, 2017 at VFW Post 9808, Mechanicsville, Virginia. Department and District Secretary will verify attendance to the Department Banner Chairman after each meeting.

Donations

State VA Medical Center, $0.65 per member based on June 30, 2017 membership

Check payable to VFW Auxiliary, Virginia, marked VA Medical Center.

Mail to Department Treasurer Debbie Martin, 539 Westwood Drive, Ruckersville, Virginia 22968-3676

Compliance with By-Laws/Administration

Installation Report must be received by the Department Secretary and the National Secretary Treasurer by July 15, 2017.

Auxiliary must be bonded by September 30, 2017.

Auxiliary Officers’ (Presidents, Secretaries, Treasurers) dues must be paid by 12-31-2017.
Participation in National Programs:
Each Auxiliary must participate and report to the Department Chairman in the National programs shown below by April 30, 2018:

- **Americanism**, Judy Goodbar; 865 Toad Road, Lexington, Virginia 24450-6814 toadrunjag@hotmail.com
- **Hospital**, Carol Vangi 1024 Hullview Ave, Norfolk, VA 23503 cjonesvangi@gmail.com
- **Legislative**, Judy Lupole, 1246 Quarter Way, Virginia Beach, VA 22464 lvedale88@verizon.net
- **Membership**, Marcia Semones 848 Silverleaf Road, Dugspur, VA 24325 marciasemones@yahoo.com
- **Scholarship**, Theres Russell, 870 Woods Mills Road, Stephenson, Virginia 22656 theressarussell@yahoo.com
- **Veterans and Family Support**, Cheri Sizemore 8208 Bowers Lane, Richmond, VA 23227 cs91866@gmail.com
- **Youth Activities**, Kimberly Lawson 15594 Cape Fear Ln, Prince George, VA 22485 garynkimlawson@msn.com

Suggestions to help you with the different programs:

**Americanism**: Have you flown your flag on each major holiday? Did you march in a parade with the flag? Did you decorate graves for Memorial Day?

**Hospital**: Did you volunteer at a veteran or non veteran hospital? Did you visit a veteran or their family in a hospital or nursing home? Did you help with an event at a hospital such as bingo, or picnic?

**Legislative**: Did you sign up for VFW Action Corps? Have you contacted your local government to press for veterans issues?

**Membership**: Have you contacted your annual members to get them to renew? Have you set up a recruiting station at your post home or put the auxiliary’s contact information at the local library, grocery store, etc.

**Scholarship**: Have you contacted the local schools, or home schoolers about the different opportunities? Did you tell your fellow members about the Conference scholarship?

**Veterans and Family Support**: Have you assisted the Post with fundraising for the National Veteran Service (VSO program) and the VFW Veterans and Military Service Programs (MAP, Unmet Needs, Uplink)? You can continue to send money to the Health and Happiness fund but it is not required. Did you conduct Buddy Poppy drives?

**Youth**: Have you helped with scouts, sports, schools or youth clubs that involve learning about the flag, POW/MIA ceremony, or why we have Memorial Day and Veterans Day? Did a local youth group provide a celebration to a National Guard or Active Duty unit whether they were leaving or coming home? Did you help with a party for families of veterans?

These are just some suggestions, there are more to be found at the National website or in the communications from the chairmen. Remember to “Catch the Dream for Our Veterans” and that we are “Lighting the Way for Our Veterans”.

Chairman: Cathy Graham, 703.319.0845, banch@va.vfwaux.com or cg12dc12@outlook.com
Sympathy

Family of Peggy Harris, 1410 N Coalter Street, Staunton, VA 24401
Judy Goodbar, loss of Father, 865 Toad Road, Lexington, VA 24450
Family of Janel Wagner, c/o Gary Wagner 1600 N Oak St #307, Arlington, VA 22209
Jennifer Morris loss of Mother, 4715 CTC 2995, Cory, IN 47846
Debra Barnes loss of Father, 926 Wagon Train Drive, Henderson, NV 89002

Get Well

Kim Sloan – Surgery, 326 East Burrows Street, Tucson, AZ 85704-5713
Barbara Melnick – Eye Surgery, 7523 Arthur Ct., Anchorage, AK 99502-3034
Barbara Worley – Surgery, 108 King William Drive, Williamsburg, VA 23188

Please send me an e-mail if you would like to be on the Chaplain’s Alert distribution: chap@va.vfwaux.com. If you have any trouble getting through to the Aux e-mail address, use my Yahoo account address: VFWAUXCHAPLAIN@yahoo.com.
If you are submitting a name(s) for Get Well and Thinking of You and you think the member would not mind getting a greeting card via e-mail, please also provide me an e-mail address. I am hoping that sending an e-card will have a positive and immediate impact on our members in need.
Any questions, feel free to contact me.

God bless,

Maggie Myers
Chaplain 2017-2018
434.242.3826
PROGRAM GOALS:
Maintain Current Auxiliaries
Establish New Auxiliaries

Chiefs of Staff are the main point of contact for the Extension Program, which includes establishing new Auxiliaries and working with and maintaining all Auxiliaries.

President Linda Bond has appointed 13 Deputy Chiefs of Staff to work with me this year. We are here to work with any Auxiliary that needs assistance with issues that threaten the Auxiliaries’ existence. Please feel free to call on any of us with questions.

The steps for creating a new Auxiliary are:

- The VFW Post must vote by 2/3 majority to have an Auxiliary.
- The Department President appoints the official organizer and he/she must be a member of the Auxiliary.
- At least 15 eligible applicants must be on the application for the Charter.

National launched the Healthy Auxiliary Tool Kit in 2012. These tools are very helpful in maintaining our current Auxiliaries. I have all these tools available and will be sharing them in more detail in the months to come. The following tools are available:

- RU Healthy Auxiliary Checklist
- Healthy Auxiliary Member Questionnaire
- Auxiliary Meeting Clinic
- Healthy Communication Phone/Text Tree
- Good Job Certificate/Card
- Health Certificate
- Mentoring Resources
Our national organization requires only 5 things of an Auxiliary. Should an Auxiliary be unable to meet the 5 Essentials, they are in danger of losing their Charter. The 5 Essentials are:

1. Auxiliaries should have at least 10 business meetings per year. (Sec. 210)
   Five members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec. 212)
2. Dues should be paid for at least 10 members on or before February 1st of the current year. (Sec. 207)
3. Trustees must submit quarterly audits. (Sec. 814)
4. Officers must be elected, installed and reported to National Headquarters no later than June 30th. This generates the bond application via email. (Sections 804A & 806A)
5. The Offices of President and Treasurer MUST be bonded by September 1st.

Each Auxiliary’s goal should be to meet the 5 Essentials so that our commitment to veterans and their families remains strong in all we do. If we continue to focus on National President Dee’s theme “Catch the Dream for Our Veterans” and Department President Linda’s theme “Light the Way for Our Veterans”, we will have a great year. Let’s stop…look…listen…and volunteer.

Betty J. Gimble
80 Winter Wheat Lane
Fredericksburg, VA  22406-4455
703.851.5819
Bjg1503@gmail.com
I am very honored and excited to serve as your Department Historian for the 2017-2018 year. We will be able to share our work and experiences this year through multiple methods: mail, e-mail, and Flickr photo sharing site.

When submitting photos please include:

- **Auxiliary or District Number**
- **Type of Event** (e.g., meeting, party, fundraiser, poppy drive, etc.)
- **Who** (names of individuals in photo)
- **Date** (or Month) of Photo

**If sending in original photos, please DO NOT write on the back of the photo.**

By submitting photos from your Auxiliary and District you are sharing visual representations of the hard work contributed by your members. You are also helping to paint a lasting memory for President Linda of all that we will accomplish this year. Please, send in lots of pictures to document our journey through 2017 and into 2018 for our Veterans! Please select one of the following methods for your submissions:

E-mail: hist@va.vfwaux.com

Flickr link to upload: https://www.flickr.com/groups/vavfwauxphotos/

Mail: Vicki Butler, Department Historian
   4178 Thistle Circle
   Virginia Beach, VA 23462
2017-2018 Program Goals

This is to highlight the goals for the Hospital Program for 2017-2018. In the upcoming monthly communications I will provide more information and ideas.

• **Volunteer Service in Medical Facilities**

  **Who:** Any Auxiliary member or non-member  
  **What:** Their time, skill, talent and interest  
  **Where:** Any facility that offers medical or extended care or assisted living services  
  **When:** Whenever the volunteer chooses to serve – regularly or occasionally  
  **How:** In a specified position or participate in activities and/or events  
  **Why:** To give back to help improve the quality of life for the lonely or forgotten and to expand career opportunities.

• **Recruitment of Members to Volunteer**

  **Who:** Retirees, members seeking career changes, recent graduates, artists, singers, crafters, gardeners  
  **Recruiting Tool:** National Auxiliary video: “The Many Faces of Hospital Volunteers.”

• **Recruitment of Non-Members to Volunteer**

  **Who:** Church family, Youth groups (JROTC-Scouts-Choir, etc.) Quilters, Art Guild, Garden Club and Technical Schools.

• **Volunteer Recognition**

  **Achievement pins:** Available from National for all volunteers, not just VA Medical Center volunteers (track and record hours).  
  **Certificates:**  NEW - Certificates of Appreciation are available at [www.vfwauxiliary.org](http://www.vfwauxiliary.org)  
  Access this site via the member login. They are generic fillable, easy to print certificates.

  Recognize the volunteers through Facebook, Newsletter, Post and Auxiliary bulletin boards. Have a special recognition celebration at your post for the hospital volunteers.
• **Veterans Voices Writing Project**

This program utilizes therapeutic writing to rehabilitate veterans, acknowledges war experiences and builds self-esteem. The Project was founded in 1946 and has long been connected with the VFW Auxiliary. To learn more about the program and volunteer opportunities visit [www.veteransvoices.com](http://www.veteransvoices.com)

• **Veterans and Military Suicide Awareness**

The VFW Auxiliary has adopted the Blue Teardrop sticker as their symbol of Veterans and Military Suicide Awareness. Wearing the teardrop offers a means to open the conversation as to what it represents. The Veterans Crisis line offers confidential support to the veterans and their love ones 24/7. The number is 1.800.273.8255, press 1 or send a text to 838255.

Carol Vangi, Chairman  
Telephone 757.621.5519  
1024 Hullview Ave.  
E-mail: hspch@va.vfwaux.com  
Norfolk, VA  23503  
cjonesvangi@gmail.com
Legislative

I’m looking forward to working with each auxiliary this year on this very important issue. This year’s report form is included in the forms section of this book. It is not too early to start sending me those reports!

You can E-mail, text, snail mail or Facebook – Private Message all your reports to me. Please just REPORT!!!

If you have any questions please feel free to contact me; I am here to help.

Let’s all “Light the way for our Veterans” & “Catch the Dream for our Veterans.”

Judy Lupole, Chairman
1246 Quarter Way
Virginia Beach, Virginia 23464
757.581.2702
legch@va.vfwaux.com
MEMBERSHIP & LEADERSHIP

Do you know how important membership is to our organization? Without members we would be nothing. We would not be serving our veterans in any capacity and that is what we are all about. We need to work on recruiting and retaining members. We must grow our auxiliaries so we can do more for our veterans. They did so much for us; we must continue to do for them.

Does your community know what the VFW and Auxiliary is all about? Let them know. Educate them about all the programs we do and how we work for our veterans. Also educate them about our youth programs. Get them interested in our organization. Show them how passionate we are about serving our veterans.

Do you have community events at your post? Talk to people; ask them if they have a family member who served overseas. Help them to determine if they are eligible to join. Don’t stop there. Keep in touch with them. If they do join, make them feel welcome and get them involved. There is always something to be done.

A CATCH FIVE PIN will be given to any member that recruits 5 new members and/or gets 5 rejoins. The official form must be at National Headquarters by May 31, 2018. Only 1 pin per member.

A NATIONAL MEMBERSHIP ACHIEVEMENT AWARD will be given to any member that recruits 20 new members. The official form must be at National Headquarters by May 31, 2018.

Each Auxiliary that is 100% plus by June 30, 2018 based on June 30, 2017 membership receives 40.00 from National Headquarters.

There will be a drawing for 25.00 at the Department Conference meeting in January for members that have recruited and/or rejoined members by December 31. There will be a check for 25.00 to the first auxiliary to reach 100% plus.
I challenge every member of the Department of Virginia Auxiliary to recruit at least 1 member. How hard can that be? We all know someone in our community, Church, bridge club, etc. that is eligible to join. Carry an application with you at all times. You never know when you might run across someone you can recruit. Keep in touch with your Post and find their new members and ask them about family members.

Remember to “CATCH THE DREAM FOR OUR VETERANS” as we “LIGHT THE WAY FOR OUR VETERANS.”

Get passionate about our veterans and our Post and Auxiliary.

Loyally,

Marcia Semones

Marcia Semones – Chairman
848 Silverleaf Road
Dugspur, Va. 24325
276.728.2400 - Home
276.733.8983 - Cell
marciasemones@yahoo.com
NATIONAL RECRUITER TRAINER GUIDANCE

The core function of the National Certified Recruiter Trainer is to train members on how to identify and recruit new members, and how to retain existing members.

LEARN HOW TO RESPOND TO THESE TYPES OF OBJECTIONS OR QUESTIONS FROM POTENTIAL MEMBERS:

- I’m not sure that I qualify.
- I’m too busy. I don’t have time to be a member.
- I can’t afford it.
- I’m not interested.
- I don’t drink or smoke.
- I already belong to another veteran’s organization.
- Give me a reason to join?
- What type of events do you have for children?
- Do you have a program that would help someone who suffers from PTSD?

FIND OUT ANSWERS ON THE FOLLOWING ISSUES:

- WHERE TO FIND PROSPECTIVE MEMBERS.
- POINTERS TO HAVE A SUCCESSFUL AND EFFECTIVE RECRUITMENT BOOTH.
- DO’S AND DON'T’S REGARDING RECRUITMENT TECHNIQUES.
- WHAT MEMBERSHIP TOOLS ARE REQUIRED IN RECRUITING NEW MEMBERS?
- WHERE TO ORDER RECRUITMENT TOOLS – **FOR FREE** - INCLUDING THE VFW AUXILIARY BROCHURE (WITH APPLICATION) AND THE VFW AUXILIARY FACTS LEAFLET.
- WHAT ARE THE VFW AUXILIARY BENEFITS AVAILABLE FOR MEMBERS?
- HOW TO RETAIN MEMBERS.
- HOW TO WORK CLOSELY WITH THE POST IN THEIR RECRUITMENT EVENTS.
- HOW TO ATTRACT YOUNGER MEMBERS.

If your District or Auxiliary would like to be trained, please call me at 703.754.1244 or email me at pjurgy@aol.com.

Are you ready to recruit?

Patricia Jurgensen
National Certified Recruiter Trainer
What is the Operation Renewed Hope Foundation?

The Foundation:

1. Offers affordable housing for single Veterans and Veterans with families.
2. Is a direct liaison with Veterans Affairs, HUD and other nonprofit organizations.
3. Provides confidential assistance.
4. Offers educational counseling and many other benefits.

You can e-mail, text, snail mail or Facebook-Private Message all your reports to me. Please just REPORT!!

If you have any questions please feel free to contact me I’m here to help.

Let’s all “Light the way for our Veterans” & “Catch the Dream for our Veterans.”

Fred Jennings, President’s Special Project Chairman

1246 Quarter Way, Virginia Beach, Virginia  23464

757.477.5086

pspch@va.vfwaux.com
**Program Goals:**
Student Participation
Recipient Recognition
Community Awareness

*President Linda Bond’s theme this year is "Light the Way for Our Veterans"

And

*National President Dee Guillory’s theme this year is "Catch the Dream for our Veterans."

Sisters and Brothers, now is the time to start your programs for your schools. Although schools are on summer break, office personnel are working and can put the information in the mail boxes for the appropriate teachers. Check out the Scholarship Program on the Auxiliary website: [https://vfwauxiliary.org/scholarships](https://vfwauxiliary.org/scholarships) and also the VFW website: [www.vfw.org/community/youth-and-education/youth-scholarships](http://www.vfw.org/community/youth-and-education/youth-scholarships)

**We have 4 parts to the Scholarship Program:**

- Continuing Education Scholarship
- Creative Young American Patriotic Art Contest
- Voice of Democracy Essay
- Patriot’s Pen Essay
The Scholarship Program has new deadlines this year:

**Continuing Education Scholarship**

Applications must be received at National Headquarters by February 15.

**Young American Creative Patriotic Art Contest**

Entries received by local Auxiliary - March 31  
Entries received by Department - April 15  
Entries received by National Headquarters - May 5

**Voice of Democracy Audio-Essay Contest**  
Theme: American History: Our Hope for the Future

Entries to Post - Midnight October 31  
Completion of Post Judging - November 15  
Completion of District Judging - December 15  
Completion of Department Judging - January 10  
Department Winner to National Headquarters - January 15

**Patriot's Pen Essay Contest**  
Theme: America's Gift to My Generation

Entries to Post – by Midnight October 31  
Completion of Post Judging - November 15  
Completion of District Judging - December 15  
Completion of Department Judging - January 10  
Department Winner to National Headquarters - January 15

Theressa Russell, Chairman  
870 Wood Mills Road  
Stephenson, Virginia  22656  
540.662.5864  
schch@va.vfwaux.com
Voice of Democracy
2017 - 18 Theme
“American History: Our Hope for the Future”
Student Entry Deadline: October 31, 2017
Patriotic Audio Essay Competition Grand Prize: $30,000 Award

WHAT IS THE VOICE OF DEMOCRACY PROGRAM?
Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars’ (VFW’s) premier scholarship program. Each year, nearly 40,000 high school students compete for more than $2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year’s theme is, American History: Our Hope for the Future.

WHY SHOULD I ENTER?
Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington, D.C., March 3-7, 2018, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of $154,000 in national awards, the top scholarship being $30,000.

THE RULES
Who can enter?
The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline, who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions or in an overseas U.S. military/civilian dependent school. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, GED or Adult Education Students are ineligible.

What do I need to enter?
Record your original 3-5 minute (+ or – 5 seconds max.) essay on an audio CD or a flash drive. One student per CD or flash drive. When burning your CD, make sure that “Create Audio CD” option (or similar) is selected so the program can properly convert your sound file and burn it to CD. After it has finished, be sure to play back your audio CD on a system other than your computer, such as a standard radio or car CD player, to verify that the conversion/burning process was successful. You will submit the recording, typed essay and this completed entry form. Provide these items to your school/group competition or local VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions.
No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to, your name, school, city, state, race or national origin) although the recording & typed essay should be labeled with your name, to show ownership. You may enter only one competition at one Post (if otherwise eligible) per year. At any time during the contest, additional participant personal information could be requested by the VFW, including but not limited to a photograph, SSN or biographical information.

2017-18 OFFICIAL ENTRY FORM

2017-18 OFFICIAL ENTRY FORM

VOICE OF DEMOCRACY COMPETITION

MUST BE COMPLETED BY ALL CONTESTANTS

Name: First, M.I., Last

Address

City, State, Zip

Phone, Email

Date of Birth (mm/dd/yyyy) Grade in School

School Name, City, State

Teacher’s name and Email (if applicable)

First Name You’d Like on a Name Badge, Jacket Size

TO BE COMPLETED BY STUDENT’S PARENT/GUARDIAN

(required even if student is 18 or over)

Parent/Guardian Signature Date

Parent/Guardian’s Daytime Phone

Parent/Guardian’s Email

I HAVE READ AND UNDERSTAND THE D.C. NATIONAL FINALS RULES

(ON OPPOSITE SIDE)

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible.

I understand that if it is found that I have entered any other Post’s competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant Date
Voice of Democracy
2017 - 18 Theme
“American History: Our Hope for the Future”
Student Entry Deadline: October 31, 2017

OFFICIAL RULES FOR STUDENTS ADVANCING TO NATIONAL LEVEL

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C. March 3-7, 2018, as a guest of the VFW National Organization.

I understand that state winners who do not attend as stated above will forfeit all rights to compete in the National Finals and will be replaced by their state’s second place winner.

In the event my audio essay is selected for entry into the National Voice of Democracy Competition, I do hereby for myself, for my heirs, executors, administrators and assigns, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the several Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the VFW Voice of Democracy Competition and/or arising out of my treatment and/or participation in the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my tape, essay and likeness in the promotion and execution of the organization's programs and activities.

TO BE COMPLETED BY THE VFW POST

I certify that this student has an authorized entry in our VFW Post level Voice of Democracy Competition.

Post Commander/Chairman’s Signature
Post #

VFW Auxiliary President/Chairman’s Signature (if applicable)

Post Address
City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post’s/aux. scholarship awards

Amt. of Post’s/aux. additional expenses (banquet, pins, etc.)

TO BE COMPLETED BY THE VFW DISTRICT

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Department finals.

District Chairman’s Signature
Dist. #

Address
City, State, Zip

Phone

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging and will attend the National Finals in Washington, D.C.

Department Chairman’s Signature

Phone

The winner(s) has been have been notified that they are the first-place Department winner on

Note: National Headquarters will contact your winner after this date to make travel arrangements for them to be in Washington, D.C.

WHERE DO I SUBMIT MY ENTRY?

All entries begin at the local VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post. Individual students may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. State winners are invited to Washington, D.C., where their audio essays compete in the finals competition. If you need help finding a participating VFW Post in your area, follow these instructions: First, visit this website www.vfw.org/find-a-post to “Find A VFW Post.” Be sure this Post is within the state you reside in. If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link https://www.vfw.org/ContactUs/ and look for “Find a State Contact” to get your VFW state office’s phone number and email.

If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

WHAT IS THE DEADLINE FOR MY ENTRY?

All entries coming at the Post level must be in the hands of that VFW Post by midnight, Oct. 31, 2017. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

WHAT ARE THE JUDGING CRITERIA?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

For assistance contact:
(816) 756-3390 ext. 6117
Email: youthscholarships@vfw.org
www.vfw.org

LOCAL VFW POST INFORMATION:

CONTACT:

PHONE: BEST TIME TO CALL:

ALTERNATE CONTACT: BEST TIME TO CALL:
Patriot’s Pen
2017 - 18 Theme
“America’s Gift to My Generation”
Student Entry Deadline: October 31, 2017
Patriotic Essay Writing Contest Grand Prize: $5,000 Award

WHAT IS PATRIOT’S PEN?
Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme. We invite you to join the more than 120,000 students who participated last year in this contest. The national winners will receive at least $500. The first-place national award is currently $5,000 plus an all-expense paid trip to Washington, D.C., for the winner and a parent or guardian.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

BIG NATIONAL PRIZES
National awards total: $54,500
Prizes include the various amounts listed below:
1st: $5,000  7th: $1,750
2nd: $4,000  8-9th: $1,500
3rd: $3,500  10-11th: $1,250
4th: $2,750  12-14th: $1,000
5th: $2,500  15-16th: $750
6th: $2,000  17-54th: $500
The Internal Revenue Service requires that any recipient that receives more than a $599 award should receive a Form 1099 identifying the proceeds as taxable.

HOW DOES THE CONTEST WORK?
All entries begin at the Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the Post. This participating Post should be within your local area and within your U.S. state of residence.

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW national competition. The winner from each Department (state) then competes for the national prizes.

WHO CAN ENTER?
Patriot’s Pen is open to 6th-, 7th- and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Dependents of U.S. military or civilian personnel in overseas schools can participate too. (Foreign exchange students and former winners that placed in the National contest are excluded from the contest.)

2017-18 OFFICIAL STUDENT ENTRY FORM
PATRIOT’S PEN COMPETITION
ENTRY FORM MUST BE COMPLETED BY ALL CONTESTANTS PLEASE PRINT OR TYPE CLEARLY

Name: First, M.I., Last
Address
City, State, Zip
Phone  Email
Date of Birth (mm/dd/yy)  Grade in School  Essay Word Count
School Name, City, State
Teacher’s name and Email (if applicable)
Parent/Guardian’s name phone/email

I HAVE READ AND UNDERSTAND THE CONTEST RULES

Signature of Student Participant
Date

TO BE COMPLETED BY THE VFW POST
I certify that this student has an authorized entry in our VFW Post Level Patriot’s Pen Competition.

Post Commander/Chairman’s Signature
Post #

VFW Auxiliary President’s/Chairman’s Signature

TO BE COMPLETED BY THE VFW DISTRICT
I certify that the student named in the previous section is the duly selected winner of the Patriot’s Pen Essay Contest District Competition and is our sole entry into the Department finals.

District Chairman’s Signature
Dist. #

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN
I certify that the student named in the previous section is the duly selected first-place winner of the Patriot’s Pen Essay Department Competition, and is our sole entry into the National Judging.

Department Chairman’s Signature

Daytime Phone  Email

The winner ☐ has been ☐ will be (check one) notified that they are the first place Department winner on ☐ Note: National Headquarters will contact your winner after this date to notify them of their national placement.
Patriot’s Pen
2017-18 Theme
“America’s Gift to My Generation”
Student Entry Deadline: October 31, 2017

HOW DO I GET STARTED?
• Ask a teacher or youth group/club adult leader to supervise the Patriot’s Pen writing competition.
• Contact a local VFW Post within your local area within your state and indicate your interest in participating.
• Establish a contact person who is a member of that VFW Post or its Auxiliary.
• Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2017. You can submit your essay and entry form electronically (by email) upon the Post’s approval. Entries sent to VFW National will be returned.

HOW AM I JUDGED?
You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:
You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:
Answer all relevant facts about the theme such as who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:
Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

WHAT IS THE THEME?
VFW’s Commander-in-Chief annually chooses the year’s theme. The 2017-18 theme is, America’s Gift to My Generation.

WHAT ARE THE RULES?
• Essay length: 300–400 typewritten words, (+ or - 5 words max).
• You must write your own essay.
• All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated.) Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count. At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay. The entry form is your essay’s cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once each year if otherwise eligible (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant’s original work and a product of the contestant’s own thinking. The approach to the Patriot’s Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant’s teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant’s. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retains non-exclusive rights to use your essay and likeness in the promotion and execution of the organization’s programs and activities.

DEADLINE INFORMATION
To qualify, all entries must be submitted to a sponsoring local VFW Post by midnight October 31, 2017.

Note --
If you need help finding a participating VFW Post in your area, follow these instructions:
First, visit this website https://www.vfw.org/find-a-post to “Find A VFW Post.” Be sure this Post is within the state you reside in.
If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) headquarters office to see if they can offer any information or assistance. You can visit this link https://www.vfw.org/ContactUs/ and look for “Find a State Contact” to get your VFW state office’s phone number and email.
If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

For assistance contact:
(816) 756-3390 ext. 6117
Email: youthscholarships@vfw.org
www.vfw.org

Revised 2/2017

LOCAL VFW POST INFORMATION:

CONTACT:

PHONE: __________________ BEST TIME TO CALL: __________________

ALTERNATE CONTACT: __________________

PHONE: __________________ BEST TIME TO CALL: __________________
The Veterans & Family Support Program is one of the largest programs and includes many components, some of which are present in almost everything that we do for our Veterans. Each monthly promotion I will touch on a few different parts of the program. To give you an overall picture here are the main key aspects of what this program includes:

- National Veterans Service (NVS)
- VFW Veterans and Military Support – which includes the following:
  - The Unmet Needs program
  - The VFW’s “Sport Clips Help a Hero Scholarship” Program
  - The Military Assistance Program (MAP Grants)
- The “Buddy”® Poppy Program
- The VFW National Home for Children

MILITARY FAMILY MONTH

This year the VFW Auxiliary is promoting the month of NOVEMBER as MILITARY FAMILY MONTH. This is a month long celebration to show our appreciation to the Military Family and to all that they do to support our American Heroes every day! Watch for my first promotion which will have a special section dedicated to the Military Family Month and ideas on how we can celebrate this special time. If you have ideas that you would like to share with the rest of the Department please email me at vfsch@va.vfwaux.com or cs91866@gmail.com

Be creative, and USE this opportunity to raise awareness of ALL of the VFW Auxiliary Programs with your community!
QUESTIONS & ANSWERS

Each upcoming promotion I will be including a Question and Answer section. If you have a question that you would like to submit, email it to me at vfsch@va.vfwaux.com or cs91866@gmail.com. When you share your questions you help others learn.

Promote, Promote, Promote!

Please remember to promote EVERYTHING that you do for our Veterans. You can do this by sharing on many different platforms such as Newspaper, Television and Radio, many of which have “Community” or “Events” calendars on their specific websites that are FREE to post to. Along with these traditional media outlets we also have many social media platforms at our disposal such as our Department Website, your own Auxiliary/Post Website, Facebook, Twitter, Instagram and any other popular social media platforms that you may use. Be sure to check out the Department Promotion with our Website, Facebook and new Twitter and Instagram sites. Send the Department Webmaster your events and they will get posted on these platforms which can be invaluable to sharing with the local community. The National Website also has many resources to assist you in working these programs. And remember to REPORT, REPORT, REPORT EVERYTHING YOU DO!!!

We WILL “Catch the Dream”

And

“Light the way for our Veterans.”

Cheri Sizemore, Chairman

2017-2018 Program Goals

<table>
<thead>
<tr>
<th>VFW National Veterans Service</th>
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<tbody>
<tr>
<td>VFW Veterans &amp; Military Support</td>
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<tr>
<td>“Buddy” Poppy Program</td>
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<tr>
<td>VFW National Home for Children</td>
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</tbody>
</table>
Hello, I’m so happy to be the Youth Activities Chairman this year and there are lots of reasons for my joy. This year my National Ambassador is requesting each of our auxiliaries get involved with our communities and enhance our relationship with our youth. Some of the ways that each of us can participate is to:

- “Involve, Include and Educate” our youth to insure that they become responsible adults and citizens.
- Participate in local festivals, fairs, parades and other events held in the community.
- Involve the families by using the Random Acts of Patriotism (RAP) cards and coins.
- Get involved in libraries, Girls Scouts and Boy Scouts, soccer, Little League groups, JROTC Programs and 4-H Groups, etc.

Our program goals are:

- Youth groups supporting our Veterans with citations from National.
- Sponsoring and working with youth groups, e.g., scouts, church groups, JROTC in the schools, ball teams, Summer Reading Library Programs, RAP cards and coins.

Do you know a teacher? Do you have a ROTC Program in your area that you can make contact with and discuss our Youth Program with? Ask if you can come into their classroom and talk to the students give out the R.A.P. card and leave some with the teacher so that they can give them out. Ask the teachers to report back to you when they hand them out.

I’m looking forward to receiving some great reports and new ideas to help each other in this program.

Kimberly Lawson, Chairman
15594 Cape Fear Lane
King George, VA 22485
540.604.6397
ythch@va.vfwaux.com
MALTA IS THE NEW WAY; THE OLD WAY WE DID OUR JOB IS GONE!

Presidents, Secretaries, Treasurers and All Members will need to make sure that you activate and use your account at Malta at the following link:

https://malta.vfwauxiliary.org

Secretaries, you will be able to use this site to print labels, enter installation of new Officers and delegate names for National Convention and keep up with changes and many other reports.

Make sure that your Auxiliary purchases the new Podium Edition Bylaws and Ritual when it comes out in the Fall. There are changes in the Ritual that YOU need to review.

Guidelines for monthly minutes are found in Demeter’s Manual of Parliamentary Law and Procedure: Essentials of Minutes. Please note that the Auxiliary Secretary is not required to include all that takes place at meetings in the minutes. Please use the following guidelines:

- Generally, only formal motions that have been seconded should be documented;
- Make a record of agreed-upon actions and decisions, not everything that was said; and
- Remember that lengthy or detailed minutes are not necessary.

Meeting minutes should typically include the following:

1. Kind of meeting (as regular, special, etc.);
2. Name of the organization;
3. Date and place of the meeting; also presence of quorum;
4. Names of substitute officers;
5. Action taken on minutes of last meeting;
6. Main motions and resolutions whether adopted or lost, but not those withdrawn, and any and all other motions; (such as postponements, tabling, referring, etc.) that were adopted;
7. Name of proposer of a motion (seconder’s name if required);
8. Reports of boards, officers and committees;
9. All required previous notices, such as notice to rescind, to reconsider, to amend the bylaws at the next meeting, all proper points of order and appeals, and all votes taken by hand or rising, ballot, roll call (or by mail, or proxy);
10. Hour of meeting and adjournment;
11. Socials or other events of the meeting occurring before, during or after the session, including names of guest speakers therein, may be included for the record; and
12. Any other action or proceeding worthy of record.

Ellen Stogsdill, 757.777.6275, ellenstogsdill@cox.net
Congratulations on being elected or re-elected Treasurer for 2017-2018. I look forward to working with each one of you. If you have any questions, please call or email me.

**National will no longer mail the Treasurer’s packet.** The new computer system at National is called MALTA. This system will let you, the Auxiliary Treasurer, pay member dues, change addresses and make donations to National. Members can pay their dues on line and print out a copy of their membership card! If you do not have a computer or access to the internet, you can use the new Membership Summary Form and send it to me as usual and I will then enter your membership. All transfers and credit card payment will still come to me.

| Trustees: | Make sure that you date, sign, and mark the correct quarter you are auditing on the quarterly Audit Form. |
| Treasurers: | Remember that the members’ date of birth is required on the membership form. This is absolutely necessary for any Life Member application or when the Annual Member converts to Life Membership. |
| Membership, Hospital or Special Project Checks | Checks for Membership, Hospital or special projects are to be made out to “VFW Auxiliary Dept. of VA”. Please no checks made out to Debbie Martin. |
| Cancer Grant Checks | If you would like to donate $2.00 per member for Cancer Grants the check goes to: VFW Auxiliary National Headquarters, 406 W 34th St., 10th Floor, Kansas City, MO 64111. (Not a banner requirement.) |
| VFW National Home Checks | If you would like to donate to the VFW National Home, (not Health & Happiness), the check goes to: VFW National Home for Children, 3573 S Waverly Rd, Eaton Rapids, MI 48827. |
| Veterans & Military Support Checks | If you would like to make a donation for Veterans & Military Support, the check goes to: VFW National Military Services, 406 W 34th St, Suite 216, Kansas City, MO 64111. |
| | **Always earmark your check with the program you are donating to (e.g., Cancer Grants, Membership, Operation Uplink, upkeep at Virginia House).** |

Let us all work together for our Veterans and Troops!

**New MALTA website:** [https://malta.vfwauxiliary.org](https://malta.vfwauxiliary.org).

Deborah J. Martin, Treasurer
539 Westwood Drive, Ruckersville, VA 22968
434.985.7987
debva0506@gmail.com
WEBSITE & SOCIAL MEDIA PLATFORMS
2017-2018

http://myvfwaux.org/virginia/

Information is updated on the website each week so check back often!
We LOVE input from our members, so if there is anything new you would like to see or if you find something incorrect please contact the webmaster at:
VFWAUXILIARYOFVIRGINIA@GMAIL.COM

The Department of Virginia VFW Auxiliary is on FACEBOOK
We have a Department Facebook Page:
https://www.facebook.com/VFWAUXVA/

We also have a Facebook GROUP - which is used to post more private information.
https://www.facebook.com/groups/LAVFW.VA/

As a member of the Virginia Auxiliary you may post to the Facebook Page or Group, but please remember your posts should only promote the Auxiliary or our Active-duty Military and their families: not personal business, etc.

The Department of Virginia VFW Auxiliary is now on TWITTER:
http://twitter.com/vfwauxiliaryva

The Department of Virginia VFW Auxiliary is now on INSTAGRAM:
http://instagram.com/vfwauxiliaryofvirginia

“Catch the Dream” and “Light the way for our Veterans.”

Cheri Sizemore, Webmaster
8208 Bowers Lane, Richmond, VA 23227
804.328.2464
vfwauxiliaryofvirginia@gmail.com
VAUX Webmail Instructions

As of June 2017, all Webmail Accounts were reset and you cannot use your previous information. You must follow the directions below for logging into your account for 2018.

1. Go to http://myvfwaux.org/virginia/ and type your full address in the first box, e.g., treas@va.vfwaux.com
2. Your temporary password is: Aux-2018! Make sure you use a CAPITAL A and the ! at the end.
3. You will immediately be prompted to create a new password. Enter the default password, then enter your new password twice and select Login. Note: New password must include one number and a Capital letter.

Example: Enter your User Name: ____________________________@va.vfwaux.com
Temporary Password: Aux-2018! (You can only use AUX-2018! 1 time)
You will then be prompted to create a new Password. Your User Name and Password will be use each time that you sign on to Web Mail. MAKE SURE YOU SECURE YOUR USER NAME AND PASSWORD.

4. Once you have accessed the mail program, go to “Preferences” in the top navigation bar. Then select “Accounts” to change your “From” name. Enter your name in the “From” field and click “Save” at the top of the window. Please remember to change this.
5. Also if you would like to forward the emails from this account to your personal account go to “Preferences” in the top navigation bar. Then select “Mail” scroll down to the receiving messages section and enter your personal email address where it says “Forward a Copy to” if you check the box under that “Don’t keep a local copy of messages” you will not have to come back into the account and clean out your old emails. Click “Save” at the top of the window.

Auxiliary Officers: Your address will be: presaux(post number)@va.vfwaux.com
Examples: presaux993@va.vfwaux.com, seciaux2087@va.vfwaux.com, treasaux670@va.vfwaux.com

District Officers: Your address will be: presdist(dist number)@va.vfwaux.com
Examples: presdist2@va.vfwaux.com, secdist5@va.vfwaux.com, treasdistr10@va.vfwaux.com

New e-mail addresses for State Officers and Department Chairpersons:

<table>
<thead>
<tr>
<th>Department Officers</th>
<th>Department Chairmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td><a href="mailto:pres@va.vfwaux.com">pres@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Sr. Vice President</td>
<td><a href="mailto:svp@va.vfwaux.com">svp@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Jr. Vice President</td>
<td><a href="mailto:jvp@va.vfwaux.com">jvp@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td><a href="mailto:sec@va.vfwaux.com">sec@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td><a href="mailto:treas@va.vfwaux.com">treas@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Chaplain</td>
<td><a href="mailto:chap@va.vfwaux.com">chap@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Conductress</td>
<td><a href="mailto:cond@va.vfwaux.com">cond@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Guard</td>
<td><a href="mailto:grd@va.vfwaux.com">grd@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Chief of Staff</td>
<td><a href="mailto:cos@va.vfwaux.com">cos@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Past Department President</td>
<td>pdp(last name)@va.vfwaux.com</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Department Officers</th>
<th>Department Chairmen</th>
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<tbody>
<tr>
<td>Historian</td>
<td><a href="mailto:hist@va.vfwaux.com">hist@va.vfwaux.com</a></td>
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<td>Americanism</td>
<td><a href="mailto:amech@va.vfwaux.com">amech@va.vfwaux.com</a></td>
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<tr>
<td>Banner</td>
<td><a href="mailto:banch@va.vfwaux.com">banch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Hospital</td>
<td><a href="mailto:hspch@va.vfwaux.com">hspch@va.vfwaux.com</a></td>
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<tr>
<td>Legislative</td>
<td><a href="mailto:legch@va.vfwaux.com">legch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Membership</td>
<td><a href="mailto:mbrch@va.vfwaux.com">mbrch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>President's Special Project</td>
<td><a href="mailto:pspch@va.vfwaux.com">pspch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Scholarships</td>
<td><a href="mailto:schch@va.vfwaux.com">schch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Veterans &amp; Family Support</td>
<td><a href="mailto:vfsch@va.vfwaux.com">vfsch@va.vfwaux.com</a></td>
</tr>
<tr>
<td>Youth Activities</td>
<td><a href="mailto:ythch@va.vfwaux.com">ythch@va.vfwaux.com</a></td>
</tr>
</tbody>
</table>
AMERICANISM REPORT FORM
MAY 1, 2017 – APRIL 30, 2018

Send reports to: Judy Goodbar  Date: ____________
865 Toad Run  Auxiliary #: ____________
Lexington, VA 24450  District #: ____________
Phone: 540.463.4056  Phone #: ____________
Email: amech@va.vfwaux.com  Chairman: ______________

Copy this form and submit reports. Check each that apply. Use the back of page or extra sheet of paper if needed to give complete details.

1. Conducted special program on ______________________________ (name of patriotic holiday)

2. Participated in a POW/MIA program. Give details.______________________________________________________________________________________
______________________________________________________________________________________

3. Number of POW/MIA flags presented (at least 2" x 3" or larger) ________

4. Number of American flags presented (at least 2" x 3" or larger)_________
   (Includes, but not limited to, schools, businesses, parades, gravesites, etc.)

5. Participated in Smart/Maher National Citizenship Education Teacher Award.
   For example, assisted the Post, took the contest into schools or made a donation.)
   Deadline is October 31, 2017

6. Presented certificates to businesses or citizens in recognition of their displaying the U.S., POW/MIA flags or other displays of American pride. (List # given, date, and where)

7. Promoted Americanism through the media. (Explain how – newspaper, television, flyers, Facebook, etc.)

8. Auxiliary conducted patriotic education in your Auxiliary and/or your community. Explain the event

9. Did your Auxiliary conduct a Family Freedom Festival?  Yes_______  No_______
Place and date: _________________________________


Chaplain Report Form
2017-2018

Mail To: Maggie Myers
2647 Courthouse Road
Louisa, VA 23093
434.242.3826

Month-Year:
Auxiliary #:
District #:
Phone:
Chairman:

Support provided to Auxiliary Members and/or their Families (Indicate #)

<table>
<thead>
<tr>
<th>Cards Mailed</th>
<th>Get Well</th>
<th>Sympathy</th>
<th>Thinking of You</th>
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Other Support:

- Calls Made:
- E-mails Sent:
- Visits to the Sick: /*
- Funeral Visitations:
- Gift Offerings (e.g., floral, fruit baskets):

/* Includes transportation assistance for grocery shopping, doctor appointments, etc.

Below list any seriously ill or deceased Past Department Presidents (PDP), Past Commanders, Department Officers/family members or anyone that you believe the Department needs to send a card out to. (Please print clearly.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>E-Mail</th>
<th>REASON</th>
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</table>

Comments:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Submitted By: ___________________________ Position: ___________________
Chief of Staff/Extension Reporting Form
2017-2018

1. Did your Auxiliary use the RU Healthy Auxiliary Toolkit?
   Yes_________________       No__________________

2. How many Auxiliary members filled out the Healthy Auxiliary Member Questionnaire? ________________

3. Did your Auxiliary use the Mentoring resources available to start/continue mentoring in your Auxiliary? If yes, please explain on separate page.
   Yes_________________       No__________________

4. Did your Auxiliary establish a Greeting/Mentoring Committee for new or other members needing support and knowledge?
   Yes_________________       No__________________

5. Did your Auxiliary use publicity for any news, events, or functions that support our Programs, the community and/or the veterans? Please explain.

________________________________________________________________________________________
________________________________________________________________________________________

Betty Gimble                     Department Chief of Staff
80 Winter Wheat Ln.             Fredericksburg, VA 22406-4455
703.851.5819                    bjjg1503@gmail.com
Historian Report Form
2017-2018

“Catch the Dream for our Veterans” - National President Dee Guillory
“Light the Way for our Veterans” - Department President Linda Bond

Auxiliary #: ____________  Chairman: ________________
District #: ____________  Date: ________________

Event or activity (e.g., meeting, party, fundraiser, poppy drive, etc.).

Who (names of individuals in photo):

Date (or Month) of Photo: ____________

Comments about Photo(s):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

*If sending in original photos, please DO NOT write on the back of the photo*

How to Submit:

E-mail: hist@va.vfwaux.com

Flickr link to upload: https://www.flickr.com/groups/vavfwauxphotos/

Mail: Vicki Butler, Department Historian

4178 Thistle Circle

Virginia Beach, VA 23462
# Hospital Report Form

## 2017-2018

<table>
<thead>
<tr>
<th>Chairman: ____________________</th>
<th>Auxiliary # ______ District # ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number: __________</td>
<td></td>
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<tr>
<td>Date of Report: ____________</td>
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</table>

1. Number of VFW Auxiliary members volunteering in ALL medical VA facilities and non-VA medical facilities this report.  
   Number of Volunteers _____, Total Hours ______

2. Number of NEW volunteers recruited. Adults ____ Youth _______ this report.

3. Number of Events that your Auxiliary sponsored or conducted in ALL facilities, both VA and non-VA this report  
   ______

4. Total amount spent on all Hospital projects this report. $ ______

5. Number of applicants submitted to the Department for the Outstanding Hospital Volunteer of the Year Award:  
   ______

6. Did you promote Veteran and Military Suicide Awareness this report?  
   ______

7. Did your Auxiliary recognize volunteers this report?  
   ______

8. How did your Auxiliary use publicity and/or media to recruit volunteers and involve the community during this report period?  
   __________________________________________________________
   __________________________________________________________

9. Did your Auxiliary present Hospital Volunteer Service Pins to members?  
   ______

10. Did your Auxiliary conduct/participate in volunteer recognition events?  
    ______

11. Did your Auxiliary participate in the Veterans Voices Writing Project?  
    (For example, did you subscribe to the magazine, make a donation or participate in the Writing program?)  
    ______

Your report must be received by the 1st day of each month in order for your Auxiliary to receive credit in the next month's communications. (Example: reports received by September 1st will reflect in the October communications.)

Carol Vangi, Department Chairman  
1024 Hullview Ave.  
Norfolk, VA 23503  
Telephone 757.621.5519  
E-mail: hspch@va.vfwaux.com or cjonesvangi@gmail.com
Legislative Report Form
2017 - 2018

Auxiliary #: ________  Chairman: __________  Date: __________
District #: ________  Phone#: __________

1) How did your Auxiliary promote the VFW Priority Goals?

________________________________________________________________________________________
________________________________________________________________________________________

2) How did your Auxiliary encourage members to communicate on veterans’ issues?

________________________________________________________________________________________
________________________________________________________________________________________

3) How did your Auxiliary communicate pending legislative alerts?

________________________________________________________________________________________
________________________________________________________________________________________

4) Number of personal contacts made by members on veterans’ issues?
   Personal Contacts: ___  Emails: ___  Faxes: ___
   Letters: ___  Phone Calls: ___

5) Number of members who attended events where they interacted with legislators? ______

Judy Lupole
1246 Quarter Way, Virginia Beach, Virginia 23464
757.581.2702
legch@va.vfwaux.com
MEMBERSHIP & LEADERSHIP REPORT FORM
2017 – 2018

Chairman: ________________________  Auxiliary #: ________________________
Telephone #: ________________________  District #: ________________________
Date of Report: ________________________  E-mail: ________________________

Did your Auxiliary have a recruiting event at your Post? ______
Description/details:
________________________________________________________________________

Did your Auxiliary hold a recruiting event in your community? ______
Description/details:
________________________________________________________________________

Has your Auxiliary attempted to contact members that let their dues lapse? ____
Description/details:
________________________________________________________________________

Has your Auxiliary done any newspaper articles, or any media events to educate the community about all the good works we do? ______
Provide details (date, medium used, topic):
________________________________________________________________________

Any ideas you would like to share with other Auxiliaries?
Description/details:
________________________________________________________________________

Marcia Semones
276.728.2400
848 Silverleaf Rd., Dugspur, Va. 24325
Email – marciasemones@yahoo.com
VFW Auxiliary Member Award

NATIONAL MEMBERSHIP ACHIEVEMENT AWARD: Each Auxiliary or VFW Post member who secures 20 new members from July 1, 2017, to April 30, 2018, with the official form received at National Headquarters no later than May 31, 2018, will be honored with a National Membership Achievement Award, which will be presented at the National Convention in 2018. Department Treasurers are not eligible.

PLEASE TYPE OR PRINT ALL INFORMATION

Recruiter’s Name ____________________ Member ID# ____________ Aux. No. ____________

Recruiter’s Address ____________________ Street Address ____________ City ____________ State ____________ Zip Code ____________

Recruiter’s Email Address ________________

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>AUXILIARY NUMBER</th>
<th>MEMBER NAME</th>
<th>DATE ACCEPTED</th>
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Completed form must be received by National Headquarters by May 31, 2018.

Mail form to:
VFW Auxiliary
ATTN: Membership Awards
406 West 34th Street, 10th Floor
Kansas City MO 64111
Or email to info@vfwauxiliary.org
Catch Five Member Recruiter Award

CATCH FIVE MEMBER RECRUITER AWARD: Each Auxiliary or VFW Post member who secures 5 new and/or rejoined members from July 1, 2017, to April 30, 2018, with the official form received at National Headquarters no later than May 31, 2018, will be honored with a Catch Five Member Recruiter pin.

PLEASE TYPE OR PRINT ALL INFORMATION

<table>
<thead>
<tr>
<th>Recruiter’s Name</th>
<th>Member ID#</th>
<th>Aux. No.</th>
</tr>
</thead>
</table>

| Recruiter’s Address |
|---------------------|-----------|----------|
| Street Address | City | State | Zip Code |

| Recruiter’s Email Address |

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>AUXILIARY NUMBER</th>
<th>MEMBER NAME</th>
<th>DATE ACCEPTED</th>
</tr>
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</tbody>
</table>

Completed form must be received by National Headquarters by May 31, 2018.

Mail form to:
VFW Auxiliary
ATTN: Membership Awards
406 West 34th Street, 10th Floor
Kansas City MO 64111
Or email to info@vfwauxiliary.org
President’s Special Project Report Form
2017 – 2018

Auxiliary #: __________ Chairman: __________
District #: __________ Phone#: __________

1) Did your Auxiliary make a donation to the program?

2) How did your raise the money for your donation?

3) How much was your donation?

REMEMBER ALL MONIES ARE SENT TO DEPARTMENT TREASURER DEBBIE MARTIN. I JUST GET THE REPORTS!!

Fred Jennings-President’s Special Project Chairman
pspch@va.vfwaux.com
1246 Quarter Way, Virginia Beach, Virginia 23464
757.477.5086
Scholarships Report Form
2017 – 2018

Auxiliary #: __________ Chairman: ______________
District #: __________ Report Date: ______________

VOICE OF DEMOCRACY CONTEST
1. Did your Auxiliary assist your Post in conducting the contest? Yes ____ No ____
2. Did your Post have an entry? Yes ____ No ____ If so, how many ____
   Number of members involved __ Numbers of hours volunteered

PATRIOT’S PEN CONTEST
1. Did your Auxiliary assist your Post in conducting the contest? Yes ____ No ____
2. Did your Post have an entry? Yes ____ No ____ If so, how many ____
   Number of members involved __ Numbers of hours volunteered

YOUNG AMERICAN CREATIVE PATRIOTIC ART CONTEST
1. Did your Auxiliary participate in promotion of the Patriotic Art Contest: Yes ____ No ____
2. Did your Auxiliary have an entry: Yes ____ No ____ If so, how many ____
3. Total dollar amount awarded by your Auxiliary: $ ______

CONTINUING EDUCATION SCHOLARSHIP
1. Did your Auxiliary participate in the Continuing Education Scholarship? Yes ____ No ____
2. How did your Auxiliary publicize/promote the Continuing Education Scholarship?

3. Did your Auxiliary publicize these contests within your communities? Yes ____ No ____
4. Did your Auxiliary host/co-host an awards ceremony to recognize awardees that participated in these contests? Yes ____ No ____

Theressa Russell, Chairman
870 Wood Mill Rd, Stephenson, VA 22656
540.662.5864
schch@va.vfwaux.com
# VETERANS & FAMILY SUPPORT

Department of Virginia 2017 - 2018

MUST BE SUBMITTED BY THE 5TH OF EACH MONTH TO BE REPORTED IN THE FOLLOWING MONTHS PROMOTION

Submit to Cheri Sizemore, Chairman vfsch@va.vfwaux.com or cs91866@gmail.com or mail to: 8208 Bowers Lane, Richmond, VA 23227

<table>
<thead>
<tr>
<th>DISTRICT:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUXILIARY:</td>
<td>PHONE:</td>
</tr>
</tbody>
</table>

(Please PRINT and fill out ALL areas in the top box including name) (Please circle YES or NO where applicable)

Did YOUR AUXILIARY host/co-host with the VFW a Fundraising Activity for NVS? **YES** or **NO**

(NVS = National Veterans Service)

Did your Auxiliary host/co-host with the VFW a fundraising activity for the VFW Veterans & Military Support Programs? (Unmet Needs, Operation Uplink, MAP Grants, etc.) **YES** or **NO**

Did your Auxiliary provide aid to Veterans, Active-duty Military and/or their families? **YES** or **NO**

(Examples: Provide meals, transportation, cards, packages, donations, etc.)

- Total Value of donations & Goods/Services provided: $
- Number of Veterans/Military Personnel assisted:
- Total Monetary Donations provided:

Did your Auxiliary promote and/or make donations to the VFW NATIONAL HOME? **YES** or **NO**

(Not including the Health & Happiness Donation) Amount Donated: $

Did your Auxiliary promote the Military & Veteran Family Helpline from the National Home? **YES** or **NO**

Did your Auxiliary promote/use the "Buddy" Poppy throughout the YEAR? **YES** or **NO**

How many Buddy Poppy drives did your Auxiliary Host/Co-host WITH the Post?
How many Buddy Poppy drives did your Auxiliary Host/Co-host WITHOUT the Post?

Did your Auxiliary participate in and/or sponsor any events or projects for Homeless Veterans? **YES** or **NO**

(For Example - Stand Downs, clothing drives, food drives, etc.)

Please describe your event/participation:

Did your Auxiliary participate in and/or promote the Military Family Month in November? **YES** or **NO**

Please describe your event/participation:

Did your Auxiliary promote the Sports Clips "Help a Hero" Scholarship? **YES** or **NO**

How many Veterans, Active-duty Military and their Families did your Auxiliary serve/assist through ALL PROGRAMS?
# YOUTH ACTIVITIES REPORT FORM
## 2017-2018

| AUXILIARY #: | _______ | CHAIRMAN: | ___________________ |
| DISTRICT #: | _______ | PHONE #: | ___________________ |
| REPORT DATE: | _______ |          |                    |

1- Did your Auxiliary participate in or publicize Youth Groups Supporting our Veteran’s citations?  
   - [ ] Yes  
   - [ ] No  

   If so how?  
   - ________________________________________________________  
   - ________________________________________________________  
   - ________________________________________________________  
   - ________________________________________________________

2- How many youth groups did your Auxiliary work with during the year?  
   Estimate number of youth involved.  
   - _______  

3- Did your Auxiliary promote or used Random Acts of Patriotism (RAP) Program?  
   - [ ] Yes  
   - [ ] No

4- Number of youth recognized in the community for their academic, athletic, scouting or other accomplishments.  
   - __________________  

   Explain:  
   - ________________________________________________________  
   - ________________________________________________________  
   - ________________________________________________________  
   - ________________________________________________________

5- How many Auxiliaries’ engaged youth with the Library of Congress’ Veterans History Project?  
   - ______________  

   Number of Youth who participated:  
   - ______________  

   Number of Veterans interviewed:  
   - ______________

Kimberly Lawson  
Youth Activities Chairman  
ythch@va.vfwaux.com  
15594 Cape Fear Lane  
King George, VA 22485  
540.604.6397
# Member/Transfer Application Form

**MEMBER/TRANSFER APPLICATION**

**PLEASE PRINT CLEARLY** Recruited/Recommended by: __________________________

<table>
<thead>
<tr>
<th>No.</th>
<th>City</th>
<th>State</th>
<th>Member ID (if already a member)</th>
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</table>

- Annual Membership
- Life
- Rejoined Previous Member No. ____________
- Previous Auxiliary ____________
- Member-at-Large
- Life Member-At-Large in Department of ____________ or in National

These fields required:

- Name ___________________________
- Date of Birth / / ___________________________
- Address ____________________________
- Male or Female ____________________________
- City ____________________________
- State ____________________________
- ZIP ____________________________
- Phone ( ) ____________________________
- E-mail ____________________________

- POST AFFILIATED: (*Must be a member to the VFW Post affiliated with the Auxiliary to which you are applying.)
  - Relationship ____________________________
  - Eligible Veteran* ____________________________
  - VFW Membership ID ____________________________

- NON AFFILIATED: (*Veteran is not a member of the VFW Post affiliated with the Auxiliary to which you are applying.)
  - Relationship ____________________________
  - Eligible Veteran* ____________________________
  - VFW Post ________ (If applicable)

- LIFE MEMBER TRANSFER, Previous Auxiliary ____________________________
  (Note: Eligibility proof and investigating committee not needed.)
  - Accepting Treasurer's Signature ____________________________
  - Date ____________________________

- ANNUAL TRANSFER, Previous Auxiliary ____________________________
  - Paying _______ or Nonpaying _______? (check one)

- ANNUAL TRANSFER CONVERTING TO LIFE, Previous Auxiliary ____________________________
  (Fill out Life Membership information below.)

Name of campaign ribbons or medals: ____________________________

Dates of Service / / to / / Location: ____________________________

I attest that I am a citizen of the United States or a U.S. National, and am at least 16 years of age. I further state that I believe in God. I pledge to comply with the National Bylaws of the Veterans of Foreign Wars of the United States Auxiliary. I attest I am not eligible for membership in the VFW.

I further state that the above is true and correct to the best of my knowledge.

Applicant's Signature ____________________________

Date ____________________________

Investigating Committee: 1) ____________________________ 2) ____________________________ 3) ____________________________

Per Section 102 of the National Bylaws: Rejected ☐ Accepted ☐ Election Date ____________________________ Obligated Date ____________________________

**LIFE MEMBERSHIP** ☐ Check here if this is a gift.

Card will be mailed to the Auxiliary Treasurer.

Payment: ☐ Cash ☐ Check ☐ Visa

- Mastercard
- Discover

Life Membership Fee $ ____________

Name on credit card ____________________________

Billing address for card ____________________________

City ____________________________ State ____________________________ ZIP ____________________________

C. C. # ____________________________ Exp. ____________________________

CVV Code ____________________________

Signature ____________________________

Date ____________________________

**LIFE MEMBERSHIP** ☐ ACH (Bank withdrawal)

Name of Bank ____________________________

Bank Routing No. ____________________________

Account No. ____________________________

Attach voided check HERE. (Required)

**LIFE MEMBERSHIP FEES**

Effective 1/1/2017

Attained age at 12/31 of year applying for Life Membership:

- Through 20: $253
- 21-25: $242
- 26-30: $230
- 31-35: $219
- 36-40: $213
- 41-45: $201
- 46-50: $196
- 51-55: $184
- 56-60: $173
- 61-65: $161
- 66-70: $150
- 71-75: $132
- 76-80: $109
- 81-85: $86
- 86-90: $69
- 91 and over: $58

**OBLIGATION**

In the presence of Almighty God and the members of this organization here assembled, I do of my own free will and accord, solemnly promise that I will never wrong or defraud this organization nor a member thereof or permit either to be wronged if in my power to prevent it. I will never propose for membership any person not eligible, according to our Bylaws. I further state that I believe in God. I will be faithful to the United States of America, obedient to the laws and loyal to the Flag. Should my membership with this organization cease in any way, I will consider this obligation as binding outside of the organization as though I had remained a member. I do so promise: ____________________________

Signature ____________________________ (Must be signed by all members.)

VFW Auxiliary HQ Revised 12/2016
MEMBERSHIP SUMMARY FORM

VFW AUX NO.:___________  DEPARTMENT OF:______________  LOCATION:__________________________

MEMBERSHIP YEAR:_________  DATE:____________________  REPORT NO:__________________________

For New and Rejoining Members (Annual and Life) include a copy of their membership application.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MEMBER NO.</th>
<th>CONT</th>
<th>NEW</th>
<th>REJOIN</th>
<th>LIFE</th>
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<th>AMOUNT</th>
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<th>TOTALS</th>
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<tr>
<th>AMOUNT SENT</th>
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<tbody>
<tr>
<td>LIFE MEMBERSHIP</td>
</tr>
<tr>
<td>DEPARTMENT (ANNUAL)</td>
</tr>
<tr>
<td>NATIONAL (ANNUAL)</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Auxiliary Treasurer Name

E-mail Address

Telephone No.

By submission of this form, I hereby certify that all Bylaws have been followed and the members reported on this form have paid the dues listed.
VFW Auxiliary Membership Update Form

REQUIRED FIELDS:
Member's Current Name ____________________________ Membership ID No. ____________________________

Current Address ____________________________________________

E-mail Address __________________________________ Phone Number ( )

Current Auxiliary # ____________________________ Department of ____________________________ Date of Birth ____________________________

☐ NAME CHANGE  Former Name: First ____________________________ Last ____________________________

☐ ADDRESS CHANGE

☐ CONTINUOUS ANNUAL DUES (We recommend using the Membership Summary Form for multiple dues payments.)

☐ CONVERT TO LIFE MEMBER

Life Membership Fee $__________________________

Check here if this is a gift. It will be mailed to the Auxiliary Treasurer. ☐

Payment Methods:

☐ Check: Make check payable to: VFW Auxiliary

☐ Credit Card ☐ VISA ☐ MasterCard ☐ Discover

Name as it appears on the card: ____________________________

Address associated with the card holder: ____________________________

Credit Card Number ____________________________

CVV Code________________ (3 digit code shown on back of credit card) Expiration __________/__________ Month / Year

Card Holder’s Signature ____________________________ Date __________

☐ ACH (Bank withdrawal) Name of Bank ____________________________ Routing Number ____________________________

Attached voided check HERE (required) Account Number ____________________________

☐ REPLACE MY MEMBER CARD

$5 Annual $10 Life

☐ DEATH REPORT Date of Death ____________________________

NAME CHANGES OR LOST CARD REQUESTS MUST BE ACCOMPANIED BY A CHECK made payable to VFW Auxiliary or complete the payment information above if using a credit card or ACH. Please send directly to National Headquarters at 406 W. 34th St., 10th Floor, Kansas City, MO 64111.
OFFICER CHANGE OR CORRECTION FORM

Date Mailed: ____________________

Auxiliary No. ____________________ Dept. of ____________________

DATE OF CHANGE: ____________________

Change from: ____________________

Name ____________________ President, Secretary or Treasurer

Change to: ____________________

Name ____________________ President, Secretary or Treasurer

Membership ID No. ____________________

Address: ____________________

Phone: ____________________

E-Mail: ____________________

Change of Annual Auxiliary Dues: from $________ to $________

**Please Note: This form is not to be used to report Annual Elections**

Copy to: VFW Auxiliary National Headquarters
406 West 34th St., 10th Floor
Kansas City MO 64111
jcriswell@ladiesauxvfw.org
Phone: 816-561-8655
Fax: 816-931-4753

Copy to: Department Secretary

Ellen Stogsdill, Department Secretary
6770 Chartwell Drive
Virginia Beach, VA 23464
757-777-6275
AUXILIARY TO VFW DEPARTMENT OF VIRGINIA

AUDIT REPORT

AUXILIARY NO. _______ DISTRICT NO. _______ FOR CALENDAR YEAR _________

Please Circle which Quarterly Audit is being submitted:

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>PERIOD COVERED</th>
<th>MAILED TO</th>
<th>DEPT TREASURER BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST</td>
<td>Jan 1 - March 31</td>
<td>Apr 30</td>
<td></td>
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<tr>
<td>2ND</td>
<td>April 1 - June 30</td>
<td>Jul 31</td>
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<td>3RD</td>
<td>July 1 - Sept 30</td>
<td>Oct 31</td>
<td></td>
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<tr>
<td>4TH</td>
<td>Oct 1-Dec 31</td>
<td>Jan 31</td>
<td></td>
</tr>
</tbody>
</table>

DISTRIBUTION OF RECEIPTS, DISBURSEMENTS AND CASH BALANCE BY FUND

<table>
<thead>
<tr>
<th>FUND</th>
<th>CASH BALANCE</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aux General Fund</td>
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</tr>
<tr>
<td>Dept/Natl Dues (Restricted)</td>
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<tr>
<td>Aux Relief Fund (Restricted)</td>
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<tr>
<td>Cancer Ins. (Restricted)</td>
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<tr>
<td>Kitchen/Bingo Fund</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

Totals:

Savings Account

TOTAL BALANCE

Bank Balance as shown on Bank Statement: $

Less Outstanding Checks: Numbers:

Total Amount of Outstanding Checks:

Add Total Amount of Outstanding Deposits:

Total Adjusted Bank Balance: $

This is to certify that the books and records of the Treasurer and Secretary have been audited, found correct, and all money properly accounted for.

TRUSTEES SIGNATURES:

1

2

3

AUDITED THIS DATE:

DISTRIBUTION:

Original to: Auxiliary Secretary after the Senior Trustee has read

Copy to: Auxiliary Treasurer

Must mail copy to Department Treasurer:

Debbie Martin

539 Westwood Drive

Ruckersville, VA 22968

48 | 2017-2018 DEPARTMENT OF VIRGINIA PRESIDENT'S BOOK
AUXILIARY TO VFW, DEPARTMENT OF VIRGINIA, DISTRICT NO. ______

AUDIT REPORT
DISTRIBUTIONS OF RECEIPTS, DISBURSEMENTS, AND CASH BALANCE BY FUND FOR PERIOD
OF ____________, 20___ TO ____________, 20___

<table>
<thead>
<tr>
<th>FUND</th>
<th>CASH BALANCE LAST REPORT</th>
<th>RECEIPTS</th>
<th>DISBURSEMENTS</th>
<th>CASH BALANCE THIS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
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<td>-</td>
<td>$</td>
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<tr>
<td>OTHER FUND</td>
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<tr>
<td>TOTALS</td>
<td>$</td>
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</tr>
</tbody>
</table>

BANK BALANCE AS SHOWN ON BANK STATEMENT

<table>
<thead>
<tr>
<th>PLUS OUTSTANDING DEPOSITS:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>LESS OUTSTANDING CHECKS:</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL BANK BALANCE:</td>
<td>$</td>
</tr>
</tbody>
</table>

1st Year Trustee: ____________________________
2nd Year Trustee: ____________________________
3rd Year Trustee: ____________________________
Dated: ____________ Audited: ____________

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

SEND COPY OF THIS AUDIT TO:
Debbie Martin
Auxiliary VFW Virginia 539 Westwood Drive
Ruckerville, Virginia  22968

Distribution:  Original to: Auxiliary Secretary after the Senior Trustee has read
Form 990-N

Annual Electronic Filing Requirement for Small Exempt Organizations - (e-Postcard)

Complete the information below and send to the
Department Treasurer if you would like her to complete the
Auxiliary Form 990-N for your Auxiliary

The Auxiliary to VFW Post
_____________________________________
would like for the Treasurer of the Department of Virginia Auxiliary
VFW to file their 990-N for the period of July 1, ______ to June 30, ______.

We declare that our receipts do not exceed $50,000.00 for this period.
EIN: _______________________

Signed by:________________________________________

Name and Auxiliary Title

Send to:

Debbie Martin, Department Treasurer

539 Westwood Drive

Ruckersville, VA 22968-3676
Change of Address or Responsible Party — Business

Before you begin: If you are also changing your home address, use Form 8822 to report that change.

If you are a tax-exempt organization (see instructions), check here ☐.

Check all boxes this change affects:
1. ☐ Employment, excise, income, and other business returns (Forms 1120, 940, 941, 990, 1041, 1065, 1120, etc.)
2. ☐ Employee plan returns (Forms 5500, 5500-EZ, etc.)
3. ☐ Business location

4a. Business name

4b. Employer identification number

5. Old mailing address (inc., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see Instructions. If foreign address, also complete spaces below. See Instructions.

Foreign country name

Foreign province/county

Foreign postal code

6. New mailing address (inc., street, room or suite no., city or town, state, and ZIP code). If a P.O. box, see Instructions. If foreign address, also complete spaces below. See Instructions.

Foreign country name

Foreign province/county

Foreign postal code

7. New business location (inc., street, room or suite no., city or town, state, and ZIP code). If a foreign address, also complete spaces below. See Instructions.

Foreign country name

Foreign province/county

Foreign postal code

8. New responsible party’s name

9. New responsible party’s SSN, ITIN, or EIN

10. Signature

Daytime telephone number of person to contact (optional) ☐

Sign Here

Signature of owner, officer, or representative

Date

Title

Where To File

Send this form to the address shown here that applies to you.

IF your old business address was in . . .

THEN use this address . . .

<table>
<thead>
<tr>
<th>State/Region</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, any place outside the United States</td>
<td>Internal Revenue Service Ogden, UT 84201-0023</td>
</tr>
</tbody>
</table>

For Privacy Act and Paperwork Reduction Act Notice, see back of form.
Future Development

Information about any future developments affecting Form 8822-B (such as legislation enacted after we release it) will be posted at www.irs.gov/form8822b.

What's New

Change of responsible party. Any entity with an EIN is now required to report a change in its "responsible party" by: (a) completing Form 8822-B as appropriate, including entering the new responsible party's name on line 8 and the new responsible party's SSN, ITIN, or EIN on line 9; and (b) filing the completed form with the Internal Revenue Service within 60 days of the change. See Responsible Party, later, for more information.

Purpose of Form

Use Form 8822-B to notify the Internal Revenue Service if you changed your business mailing address, your business location, or the identity of your responsible party. Also, any entities that change their address or identity of their responsible party must file Form 8822-B, whether or not they are engaged in a trade or business. If you are a representative signing for the taxpayer, attach to Form 8822-B a copy of your power of attorney. Generally, it takes 4 to 6 weeks to process your address or responsible party change.

Changing both home and business addresses? Use Form 8822 to change your home address.

Tax-Exempt Organizations

Check the box if you are a tax-exempt organization. See Pub. 557, Tax-Exempt Status for Your Organization, for details.

Addresses

Be sure to include any apartment, room, or suite number in the space provided.

P.O. Box

Enter your box number instead of your street address only if your post office does not deliver mail to your street address.

Foreign Address

Follow the country's practice for entering the postal code. Please do not abbreviate the country name.

"In Care of" Address

If you receive your mail in care of a third party (such as an accountant or attorney), enter "C/O" followed by the third party's name and street address or P.O. box.

Responsible Party

Enter the full name (first name, middle initial, last name, if applicable) and SSN (social security number), ITIN (individual taxpayer identification number), or EIN (employer identification number) of the new responsible party, as defined next.

Responsible party defined. For entities with shares or interests traded on a public exchange, which are registered with the Securities and Exchange Commission, "responsible party" is (a) the principal officer, if the business is a corporation, or (b) a general partner, if a partnership, (c) the owner of an entity that is disregarded as separate from its owner (disregarded entities owned by a corporation enter the corporation's name and EIN), or (d) a grantor, owner, or trustor, if a trust. For tax-exempt organizations, the "responsible party" is commonly the same as the "principal officer" as defined in the Form 990 instructions.

For all other entities, "responsible party" is the person who has a level of control over, or entitlement to, the funds or assets in the entity that as, a practical matter, enables the individual, directly or indirectly, to control, manage, or direct the entity (such as in the case of a minor child beneficiary), does not cause the individual to be a responsible party.

If the responsible party is an alien individual with a previously assigned ITIN, enter the ITIN in the space provided and submit a copy of an official identifying document. If necessary, complete Form W-7, Application for IRS Individual Taxpayer Identification Number, to obtain an ITIN.

You must enter the new responsible party's SSN, ITIN, or EIN unless the only reason you obtained an EIN was to make an entity classification election (see Regulations section 301.7701-1 through 301.7701-3) and you are a nonresident alien or other foreign entity with no effectively connected income from sources within the United States.

Signature

An officer, owner, general partner or LLC member manager, plan administrator, fiduciary, or an authorized representative must sign. An officer is the president, vice president, treasurer, chief accounting officer, etc.

If you are a representative signing on behalf of the taxpayer, you must attach to Form 8822-B a copy of your power of attorney. To do this, you can use Form 2848. The Internal Revenue Service will not complete an address or responsible party change from an "unauthorized" third party.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. We cannot legally require you to provide the information if we do not use it for a purpose described in this notice. You are not required to provide the information to us. The use of this form is voluntary. We will not use the information for any purpose not described in this notice.

We need the information to process and determine the amount of income tax you owe and to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

The IRS may disclose information you provide to state, local, and foreign taxing authorities and other federal agencies.

We will not disclose the information to non-government entities without your consent, unless we are required by law to do so.

The Internal Revenue Service (IRS) is responsible for processing the information on this form, and for using it to determine whether you owe income tax. The IRS is also responsible for making it available to certain federal and state agencies to enforce non-tax criminal laws.

We will keep the information you provide for 4 years.

The IRS does not have the authority to disclose your information to the IRS's overseas offices.

You are not required to provide information on this form that is not required to be reported to the IRS on your tax return.

If you have questions about the form, contact the Internal Revenue Service at 1-800-829-1040.

The IRS does not endorse products or services.

The IRS does not have the authority to disclose your information to the IRS's overseas offices.

We will keep the information you provide for 4 years.

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