

OUTSTANDING AUXILIARY PRESIDENT CRITERIA AND FORMS

Auxiliary Presidents

- Programs reported at least quarterly
- Donations made in all categories
- Audits filed on time
- 990N filed by Auxiliary on time
- 199N filed by Auxiliary on time
- Inspections submitted on time
- Held an Officers/Program Chairman meeting

Programs Include:

Americanism, Buddy Poppy/National Home; Hospital / VAVS; Legislative; Veterans and Family Support; Scholarships; Youth Activities.

Donations include:

Hospital Quota (\$1.00 per member); **VA Hospital**; **Scholarship**; **Sunshine Fund**; **Marie Klugow Scholarship**; **Drug Abuse**; **Service Officer**; **Emergency**; **POW/MIA/MAP**; **VOD**; **Wheelchair Games**; **Department Presidents Special Project**; **Health and Happiness**

2018/2019 AUXILIARY ACHIEVEMENT REPORT

Awards for Auxiliary Presidents

An Auxiliary President from each membership division will be named "**Outstanding Auxiliary President**", as well as a **Runner-Up "Outstanding Auxiliary President"**. Citations and awards will be presented at the 2019 Department Convention. Each Auxiliary President should strive to achieve this goal.

THIS AWARD IS BASED ON PERFORMANCE, LEADERSHIP AND ACCOMPLISHMENTS THROUGHOUT THE YEAR. IT IS NOT BASED ON MEMBERSHIP.

This form **MUST** be completed by the Auxiliary President and sent to Robyn Kuznik, to be received **NO LATER THAN** May 10, 2019.

Auxiliary # _____ District # _____

President's Name: _____

President's Signature: _____

How many Auxiliary meetings did you attend, outside your own? _____

How many Auxiliary meetings did you preside over? _____

How many Auxiliary audits did you attend? _____

How many meetings with your officers did you hold? _____

How many meetings with your chairmen did you hold? _____

How many District meetings did you attend? _____

How many Council of Administration meetings did you attend? _____

How many VA Medical Centers did you visit? _____

Did you attend your District School of Instruction or Training Seminars (If offered in your District)? _____

How did you demonstrate your leadership ability?

Describe how you communicated with your members.

Describe how you kept your Chairmen informed on their programs.

Describe the most outstanding project conducted by your Auxiliary during the year.

Attach a summary of your activities as Auxiliary President. Limit the summary to no more than one (1) page, 12 point font or larger.

AWARD: A **SPECIAL** Award to the Outstanding Auxiliary Presidents meeting the above criteria. This report must reach me on or before May 10, 2019, in order to be considered. No scrapbooks or daily diary type write-ups will be accepted. **NO EXCEPTIONS!!!**

Mail to:
Robyn Kuznik
Department Junior Vice President
716 Arnold Street, Davis, CA 95618
(916) 213-8171; E Mail: rkuznik@vfwca.org

OUTSTANDING DISTRICT PRESIDENT CRITERIA & FORMS - 2018/2019

An Outstanding District President and one Runner Up District President will be named in each Membership Group. Awards will be presented at the 2019 Department Convention.

To qualify, these are the areas upon which you will be judged: Responsibility and Accountability; evaluation of how you followed through on all responsibilities assigned to you.

- Submission of your District President reports (form follows at end of article)
 - 1st report due (***not mailed***) by January 5, 2019
 - 2nd report due (***not mailed***) by April 15, 2019
 - E Mail these reports to **Robyn Kuznik** at rkuznik@vfwca.org (auxiliary business only) OR
 - Hard copy mail these reports to Robyn Kuznik at 716 Arnold Street, Davis, CA 95618
- Meet all deadlines set forth by Department.
- Made sure Auxiliary Inspection Reports are completed by December 15th (***or permission from Dept. President to do at a later date obtained***) and submitted to Department President seven (7) days from date of inspection by mail to Department President Ellie Mello at 9136 Elk Grove Blvd. #101, Elk Grove, CA 95624.
- Made sure Official Visit Report was submitted to Department Historian within 15 days of Department President's visit to your District: Mail to Renee Kuznik at PO Box 730-78, Dunnigan, CA 95937-0078.
- Efforts to support our National and Department programs by means of the promotions of your District Chairman to the Auxiliaries in your District.
- **Required**: synopsis on what your Chairmen are doing to encourage participation and reporting. Share what your role is to ensure auxiliaries are reporting.

LEADERSHIP QUALITIES

- Observation of Department President during his/her Official Visit and his/her observation of the District President's interaction with the members and comrades of his/her District.
- Ensure that District Chairmen are communicating with Department and Auxiliary Chairmen.
- Report from Department Staff and Department Chief of staff on logistical matters and interaction with District President
- Report from Department Officers, Department Chairmen and Auxiliary Presidents on District President's ability to conduct and coordinate business in his/her District.

MEMBERSHIP

Though there is no minimum required percentage to receive this award, final membership standings will be considered in the judging. The Department President is asking for growth of the Department with 100% plus. Special consideration will be given to those Districts that are able to achieve this goal.

**WHAT IS EXPECTED FROM OUR DISTRICT PRESIDENTS THAT
WOULD ASSIST THEM IN THEIR QUEST TO BE NAMED
OUTSTANDING / RUNNER UP PRESIDENTS.**

RESPONSIBILITY AND ACCOUNTABILITY

- ❖ **REQUIRED** Hold a School of Instruction that includes duties of officers and the importance of participation and reporting of all Programs.
- ❖ **REQUIRED** To attend all Department Meetings.
- ❖ **REQUIRED** To urge District Chairmen to visit auxiliaries and to promote updated information from National Ambassador Blogs; Department Chairmen Communication and Donation sheets from Department headquarters.
- ❖ **REQUIRED** Bond for District President and District Treasurer no later than July 31st.
- ❖ **REQUIRED** District filing of 990N and copy to Department Office by August 1, 2018.
- ❖ **REQUIRED** District filing of 199N and copy made to Department Office by August 1, 2018
- ❖ **REQUIRED** Submit District Inspection Notice to Department Office by July 15th - distributed at Incoming Presidents' Training. **Questions please e mail Robyn Kuznik at rkuznik@vfwca.org. Department President to be notified by e mail or in writing when inspection date is changed and the reason for the change.**
- ❖ **REQUIRED** Inspections of all auxiliaries are to be completed by December 15, 2018 (**or proof of extension granted from Dept. president**).
- ❖ **REQUIRED** Inspection reports are to be completed and sent to Department office 7 days from date of inspection.
- ❖ **REQUIRED** Submission of District President report (please do not send photos, do not send in a daily log in format).
 - 1st report due (**not mailed by**) January 5, 2019 - includes all activities from date of Department Installation to December 31, 2018;

- 2nd report due (***not mailed by***) April 15, 2019 - includes all activities from January 1, 2019 through April 10, 2019.
- ❖ **REQUIRED** 100% participation and reporting **Americanism; Buddy Poppy & National Home; Hospital; Legislative; Scholarships; Veterans and Family Support/National Veterans Services, Youth Activities** by April 15, 2019.



DECEMBER 31, 2018 DISTRICT PRESIDENT REPORT

District President, please complete this form for period June, 2018 through December 31, 2018 and mail as follows:

ROBYN KUZNIK

DEPT JR. VICE PRESIDENT

716 Arnold Street

Davis, CA 95618

Deadline if January 5, 2019. Must reach Robyn by this date.

Scrap books or daily log type of report will not be accepted

DISTRICT: _____

PRESIDENT (must print) _____

SIGNATURE _____

1. Fill in number of each in your District attended since January 1, 2018 to April 15, 2019.

- a. # of Auxiliaries inspected or visited _____
- b. #VA Medical Facilities_____. How many have you visited_____. How many have you volunteered at_____
- c. How many Council of Administration Meetings have you attended _____
- d. How many Schools of Instructions have you held _____
- e. Have you hosted an Educational and Training program that Department offers_____
- f. # of meetings with your Line Officers_____ # of meetings with your District Chairmen_____ # of meetings with your Auxiliary Presidents only_____
- g. Has your District hosted a recruiting event_____ How many of your auxiliaries have hosted a recruiting event_____ How many did you attend_____

2. Using 1 sheet of paper and 12 pt. font, describe what great things your Auxiliary members did in the above mentioned facilities and meetings.

3a Regarding Programs: (Americanism, Buddy Poppy & National Home, Hospital, Legislative, Scholarships, Veterans and Family Support and Youth Activities, describe what your chairmen did to increase participation in these programs in the auxiliaries in your District.

3b How was this information passed on to the Auxiliary level (i.e. what chairmen attended auxiliary meetings and how many auxiliaries die they visit?)

4. Membership: Describe the promotion of this program and what percentage of increase your District achieved over last year's total. Did your District or Auxiliaries utilize any special promotions offered in this program?

5. Explain how you encouraged and promoted recruiter training.

6. Explain your role in working with membership program.

7. How have your auxiliaries worked the President's special project?

8. List any Auxiliary/District problems you have encountered during this period and how they were resolved. Is there anything our

Department Headquarters, department President or Department Chief of Staff need to address?

9. As the leader of this District, what would you like Department to know about your District?

OUTSTANDING

APRIL 15, 2019 DISTRICT PRESIDENT REPORT

District President, please complete this form for period January 1, 2019 through April 5, 2019 and mail as follows:

ROBYN KUZNIK

DEPT JR. VICE PRESIDENT

716 Arnold Street

Davis, CA 95618

Deadline is April 5, 2019. Must reach Robyn by this date.

Scrap books or daily log type of report will not be accepted

DISTRICT_____

PRESIDENT (must print)_____

SIGNATURE

1. Fill in number of each in your District attended since January 1, 2018 to April 15, 2019.

a. # of Auxiliaries inspected or visited _____

b. #VA Medical Facilities_____. How many have you visited_____. How many have you volunteered at_____

c. How many Council of Administration Meetings have you attended_____

d. How many Schools of Instructions have you held _____

e. Have you hosted an Educational and Training program that Department offers_____

f. # of meetings with your Line Officers_____ # of meetings with your District Chairmen_____ # of meetings with your Auxiliary Presidents only_____

g. Has your District hosted a recruiting event_____ How many of your auxiliaries have hosted a recruiting event_____ How many did you attend _____

2. Using 1 sheet of paper and 12 pt. font, describe what great things your Auxiliary members did in the above mentioned facilities and meetings.

3a Regarding Programs: (Americanism, Buddy Poppy & National Home, Hospital, Legislative, Scholarships, Veterans and Family Support and Youth Activities, describe what your chairmen did to increase participation in these programs in the auxiliaries in your District.

3b How was this information passed on to the Auxiliary level (i.e. what chairmen attended auxiliary meetings and how many auxiliaries die they visit?)

4. Membership: Describe the promotion of this program and what percentage of increase your District achieved over last year's total. Did your District or Auxiliaries utilize any special promotions offered in this program?

5. Explain how you encouraged and promoted recruiter training.

6. Explain your role in working with membership program.

7. How have your auxiliaries worked the President's special project?

8. List any Auxiliary/District problems you have encountered during this period and how they were resolved. Is there anything our Department Headquarters, Department President or Department Chief of Staff need to address?

9. As the leader of this District, what would you like Department to know about your District?

