

August 24, 2014

**VFW Auxiliary LCDR Arnold E. Betcher
President Shirley Shaw-Reed
5005 Diane Ave. #1
San Diego, CA 92117**

Dear President Shirley:

I will be inspecting your Auxiliary on October 21, 2014 at 5:00 p.m. Please be sure that yourself, Secretary, one Trustee and Treasurer will be present at the inspection and please bring with them the following:

- **TREASURER'S BOOKS**
- **BOND**
- **RECEIPT BOOK(S)**
- **CHECK BOOK**
- **SECRETARY'S BOOKS**
- **LIST OF CHAIRMEN**
- **OFFICERS ROLL CALL LIST**
- **AUXILIARY SEAL**

If it is impossible to have an actual candidate to initiate, please plan to have a "Jane Doe". If you have any questions please feel free to call me. I am looking forward to seeing you and your Auxiliary sisters!

Loyally and with love,

**Sheri Carrington
1st District President
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