

**CHIEF OF STAFF / EXTENSION**  
**SHERI CARRINGTON**  
**E Mail: flamingogirl1950@att.net**

**"If you have only one smile in you, give it to the people you love."**

— *Maya Angelou*

As Department Chief of Staff I believe my responsibility is to assist the Deputy Chiefs of Staff with their duties and responsibilities, primarily how to mentor and work with all Auxiliaries. I want to provide to the Auxiliaries all the tools they need, train and recruit new members and retain members. I am available at any time and look forward to an amazing year for the Department of California!

**PROGRAM GOALS**

Maintain Current Auxiliaries

Establish New Auxiliaries

Mentoring

**Maintaining Current Auxiliaries**

In 2012, this program launched the Healthy Auxiliary Tool Kit. Recognizing that Auxiliaries experience common problems, the National organization pulled together a group of resources to assist Auxiliaries in identifying and solving issues that stifle productivity and threaten Auxiliaries' existence.

*The tools available:*

- **RU Healthy Auxiliary Checklist** – This is a simple list of business items that an Auxiliary should achieve every year. On this list are the **5 Essentials of an Auxiliary:**
  - **1.** Auxiliaries should have at least 10 business meetings per year. (Sec.210) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec. 212)
  - **2.** Dues should be paid on at least 10 members on or before February 1 of the current year. (Sec. 207)
  - **3.** Quarterly audits by Trustees must be submitted. (Sec. 814)
  - **4.** Officers elected and installed and reported to National Headquarters no later than June 30. This generates the bond application via email. (Sec. 804A and 806A)
  - **5.** The offices of President and Treasurer **MUST** be bonded by August 31.

**Suspensions, Cancellations and Consolidations**

Should an Auxiliary be unable to meet the 5 Essentials, it is in danger of losing its Charter. Suspensions are used in certain cases to give Auxiliary members a chance to fulfill their duties and continue with their mission of serving veterans and their families. Cancellations can only be done by the National President, with or without the recommendation of the Department President. If a VFW Post closes or consolidates, Auxiliary National Headquarters will be notified. Only after this notification can the process for closing or consolidating begin. Please be sure to wait for direction from National Headquarters before taking any action at all.

**Every Auxiliary's goal should be to meet the 5 Essentials so that the members can begin serving veterans and families in all the unique and wonderful ways they can.**

- **Healthy Auxiliary Member Questionnaire** – This anonymous survey can help an Auxiliary bring to light issues that members may not talk about in a group setting. Results from the questionnaire might reveal that the meetings are not productive or not at a convenient time for many members. Gathering, listening to and acting on the results of this questionnaire can lead to more participation in every part of the Auxiliary.
- **Auxiliary Meeting Clinic** – This problem/solution format helps you to quickly find ideas to solve issues at meetings, whether it is meeting length, format or lack of interest. It also includes a handy meeting checklist for the President and Secretary to make sure they have everything they might need.
- **Healthy Communication Phone/Text Tree** – Communication is a common issue every Auxiliary faces. Depending on the number of members you need to reach, it could get even trickier. This phone/text tree helps break down who needs to contact who to get news out quickly and effectively. While email and mail are helpful tools, the personal touch of a phone call will be appreciated by many.
- **Good Job Certificate/Card** – A key part of any volunteer organization is saying "Thank You". Use this certificate to thank any member (or non-member) for their help, participation or support of an event or program. Consider presenting a few of these at every meeting.
- **Healthy Certificate** – Chiefs of Staff can hand this out to Auxiliaries that have shown they are healthy and have the tools above. Reward their efforts to maintain a healthy Auxiliary for the benefit of their Post, their community, and most importantly, for veterans.

- **Mentoring Resources** – Find the VFW Auxiliary Mentoring Guide on the National website at [www.vfwauxiliary.org/resources](http://www.vfwauxiliary.org/resources). The guide will help you think about how your Auxiliary can mentor its members.

### **Establishing New Auxiliaries**

Whether a VFW Post decides on its own that it wants an Auxiliary or whether an Auxiliary member or non-member sees the potential for a new one, the steps for creating an Auxiliary are the same.

1. A VFW Post must vote by 2/3 majority to have an Auxiliary (An Auxiliary can never exist on it's own without a Post and can never be started without that Post's permission.)
2. The Department President appoints the official organizer of that Auxiliary, and he/she must be a member of the Auxiliary.
3. A minimum of 15 eligible applicants must be on the application for the Charter (transfers are not eligible).

From there, it's a matter of securing and filling out the proper paperwork provided by Auxiliary National Headquarters. Every Department President, Secretary and Chief of Staff have access to these forms. For more on this topic, see Article II of the National Bylaws.

### **Mentoring Makes All the Difference**

We need to educate and understand Mentoring – it is the best way to enhance the chances of maintaining a stronger membership on every level of our organization. When appointing the right mentor for the job, there are three key words: **patience, knowledge and time**. A mentor should have a gentle voice, be a knowledgeable and patient person with a continued focus on building on the Auxiliary or District. Mentoring and its effect can make such a positive difference for both new and seasoned Auxiliary members, chairmen and officers.

### **GREAT NEW IDEAS FOR YOUR AUXILIARIES:**

#### **Use of Media in Revitalizing An Auxiliary**

There are many media outlets available to you. Use your community newspaper, radio station, social media etc. The gained exposure for your Auxiliary just may lead to an increased interest from inactive members as well as recruit new members.

#### **Think Outside the Box**

Our National Ambassador, Carole Betro, is introducing a new type of Welcome Bag to be given to every new Auxiliary member. This bag would include educational information that tells our story. Also, contact information for Auxiliary leadership and your Mentor.

As an addition from President Ellie, the new member will receive a personal welcome from her to add to their Welcome Bag.

### **Three Ways to Promote This Program at a Family Freedom Festival**

1. Set up an interactive display/booth, which would highlight all of our programs and benefits that are available to all members of the family.
2. Utilize your past winners of various scholarships and essay contests. Have them explain how being a part of our scholarship opportunities has enhanced their academic and community involvement.
3. Include your Department or Post Service Officers. Include membership applications and all the resources that National Headquarters provides.

### **DEPARTMENT AWARDS**

#### **FOR MEMBERS:**

1. \$25.00 to the member with the best promotion of mentoring.
2. \$25.00 to each member who organizes a new Auxiliary with the approval of the Department President Between July 1, 2018 and March 31, 2019, provided transmittal and proper paperwork is **received** at Department Headquarters by April 15, 2019.
3. \$25.00 and a plaque will be presented to the Outstanding Deputy Chief of Staff in the Department. Judging will be based on reports submitted to the Chief of Staff and verified by the District President.

#### **FOR AUXILIARIES**

1. \$25.00 to the Auxiliary with the best promotion of the Family Freedom Festival.
2. \$25.00 to the Auxiliary with the best promotion of use of the media.

#### **FOR DISTRICTS**

1. \$25.00 to each District for each new Auxiliary instituted between July 1, 2018 and March 31, 2019, provided transmittal and proper paperwork is **received** at Department Headquarters by April 15, 2019.

## NATIONAL AWARDS

### **FOR MEMBERS:**

1. \$50.00, a citation and "***We Believed You Could***" coin to the best mentor in each Program Division. (Any member on any level of the organization can be nominated by the mentee. Nomination forms go to the Department Chief of Staff, who will send three nominations to the National Chief of Staff to choose one per Program Division.) Nomination forms available at [www.vfwauxiliary.org/resources](http://www.vfwauxiliary.org/resources).

### **FOR AUXILIARIES:**

1. Citation to one Auxiliary in each Department best use of media in the revitalization of its Auxiliary.

### **FOR DEPARTMENTS AND DEPARTMENT CHAIRMEN:**

1. Citation to each Department Chief of Staff for participation in this program.
2. ***Believe We Can Do It VFW Store Gift Certificate*** to one Department Chief of Staff in each Program Division for the best promotion of mentoring.
3. ***Believe We Can Do It Citation*** to one Department Chief of Staff in each Program Division for the best use of media in revitalizing an Auxiliary.
4. Outstanding Performance Award in each Program Division based on criteria listed on Page 2 and for the promotion of the Program Goals.



**Department Extension Award for Auxiliary Members**

Complete this form and submit to the Department Chief of Staff **no later than April 15, 2019.**

District: \_\_\_\_\_ Auxiliary \_\_\_\_\_

As District President I have authorized \_\_\_\_\_ to work with VFW Auxiliary # \_\_\_\_\_ for the purpose of assisting an Auxiliary to be saved and become a stronger Auxiliary.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of District President

.....

Briefly describe how the Auxiliary was assisted by you. Be sure to indicate items such as increase in membership, increase in participation in Auxiliary meetings, promoting programs and other functions sponsored by the Auxiliary.

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

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Authorized Member

**Send To: Sheri Carrington  
Department Chief of Staff  
13300 Los Coches Road East #6  
El Cajon, CA 92021**

**DEPUTY CHIEF OF STAFF  
MONTHLY REPORT FORM**

A mentor should have.....*Patience, Knowledge and Time...*

Auxiliary # \_\_\_\_\_ District# \_\_\_\_\_

Date of Meeting \_\_\_\_\_

1. What questions did the Auxiliary have for you, and what answers did you provide for them

---

---

2. What tools were you able to provide the Auxiliary?

---

---

3. How did you encourage the Mentoring program (including the Welcome Bag)?

---

---

4. How did you encourage the promotion of a Family Freedom Festival?

---

---

5. How can the Department President and myself assist you?

---

---

Send completed form to:  
Chief of Staff  
Sheri Carrington  
13300 Los Coches Road East #6  
El Cajon, CA. 92021  
Email: [flamingogirl1950@att.net](mailto:flamingogirl1950@att.net)

**FAMILY FREEDOM FESTIVAL**  
**CHAIRMAN: SHERI CARRINGTON**  
**13300 Los Coches Road East #6**  
**El Cajon, CA 92021**  
**(619) 721-4902; E Mail: flamingogirl1950@att.net**

### **FAMILY FREEDOM FESTIVAL**

A family, friendly opportunity to:

- Introduce the community to the Post/Auxiliary and what the organization has to offer; how the organization impacts the community positively;
- Promote Patriotism within the community;
- Connect families of veterans and active duty with the Auxiliaries for prospective members';
- Create awareness of and support for legislative initiatives
- Increase membership;
- Increase volunteers at posts, medical facilities, special events and projects;
- Provide youth with scholarship and volunteer opportunities;
- Help spread knowledge about VFW/VFW Auxiliary National Programs.

### **How to participate in the Family Freedom Festival Program**

More information on the **Family Freedom Festival Program** and Tool Kit will be available behind member login under "Program and Publicity" on June 30, 2018 at [www.vfwauxiliary.org](http://www.vfwauxiliary.org)

**See Department and National Awards  
Under Chief of Staff Article**