

Chief of Staff and Mentoring for Leadership Programs

October Promotion Article

Hello, District Presidents and Chairmen, Deputies Chief of Staff, Auxiliary Presidents and Mentors All,

District Presidents and District Deputies Chief of Staff:

- Please spread the word that there is a new VFW Auxiliary Membership Application form. The fillable version is in the Membership section of National's "Resources" page on the website: https://vfwauxiliary.org/wp-content/uploads/VFW_Auxiliary_Membership-Brochure_Application_8_5x11_8-10-2021_Fillable.pdf.
- Ensure you are completing your "2024-2025 VFW Auxiliary Official Visit" forms within seven days (7) of the visit. As noted on the form, copies go to the Auxiliary President, Department President, and Department Chief of Staff, with a copy retained for yourself. The sooner the everyone has that form, the sooner changes can be implemented, if needed, to strengthen areas of weakness noted in your report, or to focus help to make improvements. Be ready to offer constructive assistance where needed. You have all of National's "Resources" at your fingertips to provide support and information: <https://vfwauxiliary.org/resources/>.

Deputies and Mentors:

- Help your District President to plan "School of Instruction" segments for your District meetings. Educate your members with presentations from the many videos and tutorials on the National and Department websites. If it is true that 'knowledge is power,' then empower your members by sharing the wealth of your knowledge with all. Everybody wins.

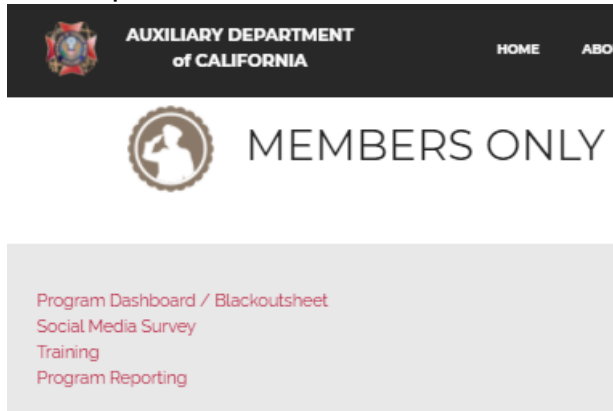
Tasks to complete by October 31: each Auxiliary is encouraged to:

- To earn extra credit toward the Circle of Excellence, file taxes with the IRS (990) and the Franchise Tax Board (199),
- Pay obligations and donations, and submit at least one report for Veterans and Family Support, Hospital and Americanism
- Facilitate getting any Voice of Democracy and Patriot's Pen entries to your Post

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Reports can now be submitted ONLINE(!) Hooray for the Department's Webmasters.

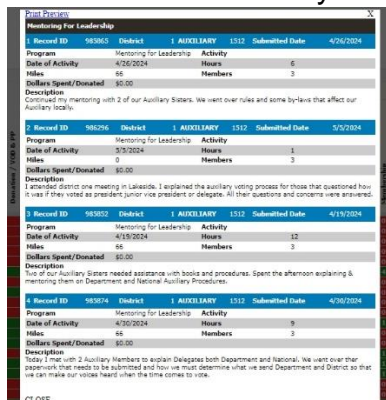
Select "Members Only" and enter your membership number and your surname in the boxes provided. You can then choose the **Dashboard** or go to **Program Reporting** to file a report:



Once you enter your report, and the Department Chairman approves it, it will show up right away as a green box on the **Program Reporting Dashboard/Blackoutsheet**.

Q1 (4/18-9/30)												Q2 (7/1-9/30)											
Americanism / Patriotic Inst.	Auxiliary Outreach	Buddy Poppy / Nat. Home	Historian / Media Relations	Hospital / VAVS	Legislative	Membership	Mentoring For Leadership	Scholarships	Veterans & Family Support	Youth Activities	Americanism / Patriotic Inst.	Auxiliary Outreach	Buddy Poppy / Nat. Home	Historian / Media Relations	Hospital / VAVS	Legislative	Membership	Mentoring For Leadership	Scholarships	Veterans & Family Support	Youth Activities		
0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	0	0	2	0	0	0	0	0	1	1	3	0	3	0	4	2	1	1	3	13	1		
0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	7	1	1	0	0	2	0	0	0	1	0	5	0	0	1	0	1	0		
3	0	1	4	0	1	1	0	0	2	2	2	0	1	2	0	1	1	0	1	0	2		
7	0	1	2	0	0	0	0	0	2	1	6	5	5	9	3	2	1	5	2	7	3		
3	3	1	1	0	0	1	0	0	1	1	16	3	1	7	5	2	1	3	0	2	7		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

To see the content of your approved reports, click on a green box and they will appear.



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Auxiliary Presidents and Mentors:

Your Auxiliary should be actively working on the “Healthy Auxiliary Checklist” (<https://vfwauxiliary.org/wp-content/uploads/Healthy-Auxiliary-Checklist.pdf>).

- You should now have:
 - ✓ Purchased your Bond for the office of President and Treasurer
 - ✓ Held several of your required ten business meetings per year
 - ✓ Submitted your first audit
 - ✓ Delivered a copy of that audit to your Post Commander (or similar financial and membership status information)
 - ✓ Planned your dues notices to be sent to your annual members
 - ✓ Planned your support to your Treasurer for your IRS and FTB tax filings
 - ✓ Submitted reports on the donations and obligations made to date

Mentors:

- Check the **Program Dashboard/Blackoutsheet** on the Department website and reach out to the Program Chairmen in your District to see if anyone has questions about how to use the **Program Reporting** online form. You can provide gentle guidance on what can be reported and how to document all the good works our members are doing to support veterans and their families.

Please don't hesitate to call me if you have any questions or comments.

Traci Lewis Ventress
Chief of Staff & Mentoring for Leadership Chairman
2024 – 2025
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