

Traci Lewi-Ventress

Department of California  
Chief of Staff and Mentoring for Leadership  
2024/2025

August 2024 Bulletin

Greetings District Presidents, Deputy Chiefs of Staff,

I hope all is going well with you all in this heat. As your Department Chief of Staff, I want to make sure that you all have the information to assist with keeping the auxiliaries in your districts healthy for 2022/2023 and years to come. You all should have received your Deputy Chief of Staff packets; updated information is posted to the website <https://vfwauxca.org>. I just want to remind you of a few important tasks. It's time to get it going!!

**DO's:**

- **Make sure your District Auxiliary and Local Auxiliary Bonds have been completed. The deadline is August 31st.**
- **Complete your 199N's and 990N's and submitted to the Department Secretary/Treasurer (One form is for the State Taxes and the other form is for Federal taxes)**
- **Make sure the June audit has been completed, have it approved on the auxiliary floor and submitted to the Department Secretary/Treasurer (If you need more time, please contact the Department Secretary Treasurer to explain why the audit will be late)**
- **Reach out to the Bachelor Posts within your Districts and talk with the Commander about starting an auxiliary. Explain the benefits of having an auxiliary and what the requirements are**
- **Make sure District Dues of .50 cents per member not to exceed \$1.00 dollar, have been paid to your District Treasurers (Deadline is September 30th) but the sooner the better**
- **Please ensure your auxiliaries are reporting on National Programs and Obligations/Quotas are being paid**
- **Please don't forget to complete your Deputy Chief of Staff Monthly Reports and they are sent to me**
- **New treasures need to complete Form 8822-B within 60 days of assuming office and submit to the IRS: <http://www.irs.gov/pub/irs-pdf8822.pdf>**

Healthy Auxiliary Tool Kits can be found on MALTA under Program Publicity and Resources or contact me and I will send you the information. District Presidents should have started their Official Inspections. Please make sure a copy of the completed inspections has been sent to the

Department Secretary/Treasurer, the Auxiliary President and keep a copy for themselves. Department President Mary, as well as I would like to know of any issues that any auxiliary is having, be honest in your reporting being that if the auxiliary is having problems, the issue can be rectified sooner than later. I would like to see every auxiliary in the Department of California Healthy. We are here for you all! We are the Department of California, and we will continue to be ***there for each other with a helping hand.***

Loyally,

Traci Lewis-Ventress  
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