

# STEPS IN ORGANIZING A NEW VFW AUXILIARY

1. Post votes to have a VFW Auxiliary.
2. Department President appoints an Organizer (**must be a VFW Auxiliary member**).
3. Organizer holds a meeting or meetings to recruit future VFW Auxiliary members.
4. Organizer completes the Charter Application (must have a minimum of 15 qualified and interested persons). The Charter Application is included in the communications which the Department President and Secretary received.
5. Following Post approval, the Post Commander signs and dates Charter Application.
6. Department President signs and dates Charter Application.
7. The Charter Application and a \$100.00 check is forwarded to the Department Treasurer.
8. The Charter Application and a \$100.00 check from the office of the Department Treasurer are sent to National Headquarters.
9. The Charter Application is approved by National Headquarters and a letter of authorization to institute is forwarded to the Organizer.
10. National Headquarters authorizes the sending of a Charter Kit to the Organizer.
11. The Organizer will receive all necessary documents to be completed from National Headquarters.
12. The Institution of the VFW Auxiliary and election of officers is to be completed within 60 days of the date on the approval letter.
13. The Organizer completes and sends one copy of the Institution Report and the Installation Report to National HQ. **SHOULD BE SENT TOGETHER AND IMMEDIATELY AFTER INSTITUTION.**
14. The other copy of the Institution Report and the Department copy of the Installation Report are sent to the Department along with the dues.
15. Upon receipt of the completed paperwork, by National HQ, the VFW Auxiliary is activated by creating a new VFW Auxiliary in the HQ computer system, using the VFW Auxiliary's name and number.
16. The VFW Auxiliary is affiliated with a District.
17. The Department Treasurer is notified of the New VFW Auxiliary and she enters the new members and transfers and dues received.
18. VFW Auxiliary Officers are entered by National Headquarters.  
~~~**STEPS 19-22 MUST BE COMPLETED WITHIN 45 DAYS OF INSTITUTION**~~~
19. VFW Auxiliary must secure an EIN number and complete a W-9 form.
20. VFW Auxiliary President and Treasurer take the completed W-9 form to a bank of its choice to establish a checking account. They are to complete the ACH form and get either a signed letter from the bank as to their account and routing numbers (or use a voided check from their bank account) to attach to the ACH. (The bank letter takes much less time than waiting for an order for checks to be processed.)
21. Scan and email (smoon@vfwauxiliary.org) or fax (816-931-4753 to the attention of S. Moon at National Headquarters) the W-9 and ACH with letter or voided check.
22. The Auxiliary's bond of \$30.00 must be paid by check to VFW Auxiliary National Headquarters or by means of the online services behind Login on the National website (www.vfwauxiliary.org). Both the President and Treasurer are bonded.
23. The Charter is ordered by National HQ.
24. The newly printed Charter is sent to the VFW Auxiliary President.