

**Circle of Excellence
Renee Fulk**

Department Circle of Excellence Coordinator



The VFW Auxiliary National and Departments are recognizing the performance of our leadership by awarding the **CIRCLE OF EXCELLENCE** to Departments who meet the criteria established. Our Department will continue our commitment to **Honor our Mission to Serve Veterans** and **Soaring with Service to our Veterans** to ensure our Department and our Department President receives this prestigious honor.

To recognize our Districts and District Presidents who continue their commitment to **Honor our Mission to Serve Veterans** and **Soaring with Service to our Veterans**, the Department of California will recognize our hardworking District and Auxiliary Presidents with the **DEPARTMENT OF CALIFORNIA CIRCLE OF EXCELLENCE**.

Please complete the following form and return to me **no later than April 30, 2021**. Please note: the information provided on this form will be confirmed by Department Headquarters.

Renee Fulk
111 Via Presa
San Clemente, CA 92672
Cell: 714-469-9938
Email: renee.fulk@cox.net

District Circle of Excellence Criteria

Your District MUST achieve 225 points or above to enter the Circle of Excellence.

Criteria for entering the Department Circle of Excellence:

1) Growth in Membership:

Membership Standings by June 30, 2021 based on June 30, 2020 final membership statistics.

Possible Points	Actual Points	Criteria
110		Over 101% not including deceased members
100		100% Plus in membership, not including deceased members
90		100% Plus is membership, including paid deceased members
80		97-100% in membership, including paid deceased members

2) Comply with Bylaws/Administrative Follow-Through:

- a) All Auxiliary installation reports MUST be at Department and National Headquarter by July 31, 2020. If not, the District President MUST submit a request for a suspension by that date for time to mentor and rejuvenate the Auxiliary.

Possible Points	Actual Points	Criteria
20		Installation reports submitted by June 30, 2020
15		Installation reports submitted by July 31, 2020

- b) All Auxiliaries in the District MUST be bonded by August 31, 2020. If not, the District President MUST submit a request for a suspension before that date to allow time to mentor and rejuvenate the Auxiliary.

Possible Points	Actual Points	Criteria
20		All Auxiliaries bonded by July 31, 2020
15		All Auxiliaries bonded by August 25, 2020 or request for suspension.

- c) District and Auxiliary Officers (Presidents, Secretaries and Treasurers) dues MUST be paid by December 31, 2020 or submit an email to request removal of any non-paid Officers to Department Headquarters by January 3, 2021.

Possible Points	Actual Points	Criteria
10		Dues of Officers at all levels paid.

- d) All Auxiliary inspections and the inspection report submitted to the Department Office by December 31, 2020. If a follow-up date or extension is required, a request must be made to and approved by the Department Secretary/Treasurer.

Possible Points	Actual Points	Criteria
10		Inspections completed by due date.

3) District Communications:

- a) The District MUST communicate with every Auxiliary at least quarterly in one or more of the following ways: email, mail, phone, website, newsletter or e-newsletter. This should be reported on the District President's report.

Possible Points	Actual Points	Criteria
10		Communication with Auxiliaries throughout the year.

- b) The District Chairman of each National Program MUST send at least two (2) promotions and/or communications to their Department Chairman.

Possible Points	Actual Points	Criteria
10		District Chairman

4) Training:

The District MUST hold at least one training session* on each of the following:

**Training session can take place at a District School of Instruction, Meeting, Convention or other organized training events. These training events can be combined into one session and Districts can combine training with other Districts to receive points.*

- a) How to Identify an Unhealthy Auxiliary

Possible Points	Actual Points	Criteria
10		District to host training session on how to identify an healthy Auxiliary. Date of Training:

b) National Programs and Organizational Knowledge (e.g. Bylaws, Ritual and Booklet of Instructions).

Possible Points	Actual Points	Criteria
10		District to host training session on National Programs and Organizational Knowledge. Date of Training:

c) The Uses of MALTA (Membership and Leadership Technology Access).

Possible Points	Actual Points	Criteria
10		District to host training session on the Uses of MALTA. Date of Training:

d) Online Auxiliary Academy Video

Possible Points	Actual Points	Criteria
10		District to host training session utilizing Online Auxiliary Academy. Date of Training:

5) Programs Participation and Working Together on a Common Goal:

a) The District President MUST submit the District President’s report as requested by designated due date.

Possible Points	Actual Points	Criteria
25		District President MUST submit the District President’s report as requested.

b) What did your District do to engage every Auxiliary in the work of the organization? This question should be answered in your final District President report.

Possible Points	Actual Points	Criteria
10		District President MUST report to Department President on how Auxiliaries were engaged.

c) All Auxiliaries MUST complete and report on at least one project, activity or donation that benefits veterans by April 25, 2021.

Possible Points	Actual Points	Criteria
10		District President MUST monitor the donations and reports check off sheet.

- d) Every Auxiliary MUST submit at least one report in each of the National programs by March 31, 2021.

Possible Points	Actual Points	Criteria
10		District President MUST monitor the donations and reports check off sheet.

- e) Any Auxiliary that is below 100% in membership on November 30, 2020 MUST be contacted by a District Officer to determine a need for mentoring and/or other assistance. The District President MUST report on the first of two reports to the Department Chairman of the District President's report by the deadline. *(If all Auxiliaries in your District are at 100% on the report deadline you will receive the stated points.)*

Possible Points	Actual Points	Criteria
10		District President MUST report on the first of two reports to the Department Chairman of the District President's report by the deadline.

President Name _____ **District** _____

Auxiliary President Circle of Excellence Criteria

1) Growth in membership:

- a) Auxiliary must be 98% plus by May 25, 2021

2) Comply with Bylaws and follow through:

- a) Financial and membership standing (copy of Apr-June 2020 audit) submitted to Post Commander by August 31, 2020 _____
- b) Installation reports received in MALTA or Department office by July 15, 2020 _____
- c) All tax liabilities, 990N and 199N completed by October 15, 2020 _____
- d) Auxiliary Officers dues paid by December 31, 2020 _____

3) Communication:

- a) The Auxiliary MUST communicate with your membership at least quarterly in one or more of the following ways: email, mail, phone, website, Facebook, newsletter or e-newsletter. _____

4) Training:

- a) You as President attended a School of Instruction or Training Sessions at a District or Department event _____
- b) Your Auxiliary had a school of instruction/training event on programs and organizational knowledge (e.g. Bylaws, Ritual and Booklet of Instructions) _____

5) Programs Participation:

- a) Your Auxiliary participated and reported in all programs:
 - i) Americanism _____
 - ii) Auxiliary Community Outreach _____
 - iii) Buddy Poppy/National Home _____
 - iv) Extension _____
 - v) Historian _____
 - vi) Hospital _____
 - vii) Legislative _____
 - viii) Membership _____
 - ix) Mentoring _____
 - x) Scholarships _____
 - xi) Veterans and Family Support _____
 - xii) Youth Activities _____
- b) Your Auxiliary paid all require programs donations _____

President Name _____ **Auxiliary** _____ **District** _____