### VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY DEPARTMENT OF MASSACHUSETTS

# WELCOME TO THE PROGRAM KICK OFF!

We extend to all a very cordial welcome to our Annual Program Kick Off. It is our hope that you will listen and learn about all of the programs for the 2024-2025 year while having some fun too.

The Department Chairmen have worked very hard to present their programs to you for this year. Please be attentive and then bring the information back to the Brothers and Sisters of your Auxiliary. With the information gathered today, we are sure that you will have a successful program year.

We hope that you will have an enjoyable day at this conference and will find all of the information that you need to attain your goals for the 2024-2025 program year.

Loyally,

Beth Barrett, PDP Chairman

Patricia King Co-Chairman

# DEPARTMENT PRESIDENT'S MESSAGE KELLY DURKEE-ERWIN

**Department President** 

#### What is your why?

"Your WHY is the drive or motivation behind WHAT you do and HOW you do it." Some of you have forgotten why you joined the Veterans of Foreign Wars Auxiliary in the first place. Close your eyes and think back about the Veteran for whom you joined and for what you wanted to accomplish.

Reinvest in those activities that bring you the most joy and fit the reason you joined. Did you want to make sure the flag is respected? Join in on Americanism or Patriotic Day celebrations in your Post or Town? Do you knit? Make blankets or "lapghans" for the Veterans hospitalized or in a nursing home? Can't get out of the house? Call or write a legislator about a bill, or write a note to a fellow Auxiliary member who is ill. What satisfies you? Those are the activities that you should be taking on in your auxiliary. For example, I love doing media relations, talking to legislators, and representing all of you across state. That's MY happy place. So those are the jobs that I want to do in the Auxiliary.

You matter. Your generosity has a profound and lasting impact on Veterans today and those that will enlist in the future. The willingness to share both your time and your talent by volunteering says a lot about each of you as human beings. You give selflessly to help others, with or without recognition; and that speaks to both your strength and the quality of your character. This organization's strength comes from YOU — the member, the Auxiliary, the District, the Department. You, our heart, show kindness and caring that makes the greatest difference in the lives of the Veterans and our communities who are touched by your generosity.

Remember your why. Take care of our Veterans and each other, and we will continue to have the best Department in the nation. "Be the change..."

#### PROGRAM COORDINATOR

Lisa Jackson, PDP 51 Edward Road Townsend, MA 01469 978-400-1658 hakjackson66@gmail.com

This year will be a fantastic one but only with the help of every auxiliary. I believe Kelly has selected the best chairman this year, and they will be available to our District Presidents and auxiliaries to answer questions and to help brainstorm. She has selected the following chairman for the programs below:

Americanism/Patriotic Instructor Gisette Wall
Auxiliary Outreach Michelle Perras-Slowick
Buddy Poppy / VFW National Home Theresa Logue
Chief of Staff/Extension Juliette Mason
Historian/Media Relations Lynne LeBlanc
Hospital Mary Williams
Legislative Mary Dobbins
Membership Paul La Porte
Scholarships Betty Mae Tenney
Veterans and Family Support Dawn Wright
Youth Activities Carrie Joseph
State President's Special Project Cathy Churchill
State President's Pin Chairman Josephine Reeves
Auxiliary of the Year BJ Mire, Chairman and Lee Berrier and Mary Christian, Committee

This year, I am asking the National program chairmen to work hard on the two department reports and the National Award Reports. National provides several awards that many of us overlook each year. Our chairman will take the extra time to provide and discuss the form at the Council of Administration Meetings. These awards provide monetary value to winning, and I believe each auxiliary can use a little money in their treasury.

I know some auxiliaries cannot participate in all our programs, but I will show you how in one event almost every program can add a small piece of each program to make a successful event. For example, you have candy bars that you are handing out to veterans at a VA hospital. Let's add a Buddy Poppy and an American Flag to decorate that candy bar. You have just used two programs. Now if you bring the scouts along to hand out the candy bars, you have added Youth Activities. I bet those veterans have family members; you can add the scholarship contests and membership applications. Now let's make some extras to hand out to family members who are visiting their loved ones there. You are now helping Veterans and their families. You can also create a QR code that is linked to our Legislative Priority Goals and add it to the candy bar.

Finally, bring your historian along so they can take pictures of the event to document. So, as I see this, we have used at least 9 out of the 11 National Programs just at this one visit to a VA hospital. Unfortunately, this does not allow Auxiliary Outreach to take part since it costs money, and it is not a community partnership. When it comes to reporting, each program can report what was given to the Veteran.

Reporting can be tedious, but it is from these reports that we can keep our non-profit status. It also helps provide the National VFW Auxiliary with the amount of money donated and raised, and the number of veterans and families we served, and how many scholarships we provided. National takes this information and gives out information on what we did nationwide. It is the small part of each auxiliary that helps make up the billions of dollars that National reports each year.

So in short, REPORT, REPORT, REPORT!!!

AMERICANISM/PATRIOTIC INSTRUCTOR
Gisette Wall, Chairman
7 Winthrop Street
Walpole, MA 02081
508-668-2723
gwall24045@aol.com

As Americanism and Patriotic Instructor, I would like to welcome you to the 2024-2025 Auxiliary year. I'm honored to be asked by Kelly Durkee-Erwin, our State President, to be her Americanism and Patriotic Instructor this year.

I will start by saying that there are many definitions of Americanism. To me, it means that as Americans we must have a love for our country, be loyal and willing to have allegiance to our flag and traditions that make our country what it is today. As Auxiliaries, we must follow and promote these goals throughout the year to honor those that serve our country to ensure our freedom.

As Patriotic Instructor, I will try to bring attention to different events that can secure our Auxiliary goals throughout the year. Here are some goals of our Americanism program:

- \*Promote and participate in Patriotic Festivals such as Loyalty Day.
- \*Promote Flag education in your community schools, etc.
- \*Teach the proper use and care of our Flag.
- \*Participate and collaborate in Veterans Day and Memorial Day in your communities.

Let's be thankful of the many opportunities we have to honor our Veterans, active duty personnel and their families by promoting Americanism throughout the year.

Remember, when posting your Americanism and Patriotism on Social Media, to always use hashtag "Auxiliary Patriotism".



# Flag Education • Promote #AuxiliaryPatriotism • POW/MIA Recognition • Star Family Recognition

This definition of "Americanism" was originated by the Commanders-in-Chief of the Grand Army of the Republic, United Spanish War Veterans, Veterans of Foreign Wars of the United States, the National Commanders of the American Legion and the Disabled American Veterans of the World War at a conference held in Washington, D.C., in February 1927:

"Americanism is an unfailing love of country; loyalty to its institutions and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and posterity."

#### **Patriotic Instructors**

The Patriotic Instructor educates members about the proper salute to the U.S. Flag, as well as the recitation of the Pledge of Allegiance. He or she also takes the time to understand the VFW Auxiliary Ritual and the Federal Flag Code. He or she helps members to understand the traditions and ceremonies of the organization. The Understanding Auxiliary Traditions helpsheet and video are available in MALTA Member Resources.

For detailed information on Auxiliary traditions, rituals and patriotic ceremonies, reference the VFW Auxiliary Podium Edition: Bylaws and Ritual. Patriotic items and educational materials are available for purchase through the VFW Store at 1-833-VFW-VETS or online at vfwstore.org.

#### Flag Education

A large part of demonstrating Americanism and patriotic spirit is respecting and properly caring for the U.S. Flag. Flag etiquette covers everything from proper display of our Flag to acceptable conduct around this symbol of our nation.

For more information about Flag etiquette, the history of our Flag and to read the U.S. Flag Code, visit vfw.org/community/flag-etiquette.

#### Respect for the Flag - Engaging the Community

- Flag Education in Schools Educating our youth about patriotism is an important step on the path to good citizenship. Encourage members of your Auxiliary to volunteer in schools and educate youth about the importance of respecting our Flag. Volunteers can visit individual classrooms or give a presentation at a school assembly. For more resources, see MALTA Member Resources.
- Recognition of Outstanding Community Flag Display - When a community member, business or organization takes the care and time to display our "Stars and Stripes," it reinforces patriotism to the entire community. You may recognize this display of patriotism by presenting a certificate of appreciation from your Auxiliary.
- Flag Retirement Ceremonies These ceremonies honoring our Flag serve as one of the most beautiful forms of respect for our country. This is the perfect way to involve the whole family of Auxiliary and VFW members. Flag retirement ceremonies can also serve as an event involving the entire community. For more information on this and other Flag etiquette, refer to MALTA Member Resources.

#### Promote Patriotism – **Celebrating Patriotic Holidays**

Patriotic holidays are an opportune time to involve the whole family and bring community attention to your Auxiliary. When fun family events are presented to the community, prospective new members will walk through your door. Patriotic holidays can serve as the perfect way to show that your Auxiliary supports patriotism, veterans and their families as a top priority. For more information about patriotic days and ways to celebrate, visit MALTA Member Resources.

National Vietnam War Veterans Day - March 29 National Vietnam War Veterans Day honors a generation of men and women who served and sacrificed. March 29 marks the anniversary of when the last combat forces departed South Vietnam in 1973, even though some troops remained until their final departure in 1975.

#### Loyalty Day - May 1

On May 1, 1930, 10,000 VFW members staged a rally at New York's Union Square to promote patriotism. Through a resolution adopted in 1949, May 1 evolved into Loyalty Day.

Armed Forces Day - Third Saturday in May A day to pay tribute to the men and women currently serving in our nation's armed forces.

#### Memorial Day - May 30 (Traditional)

Patriotism calls for all citizens to be reminded of the deaths of their fellow countrymen during wartime. By honoring the nation's war dead, we preserve their memory and thus their service and sacrifice.

#### Flag Day - June 14

This day celebrates the official symbol for the United States: our "Stars and Stripes." Flag Day was first recognized by Congress on June 14, 1777.

#### independence Day - July 4

On this day in 1776, our forefathers formed a new nation by adopting the Declaration of Independence.

#### Patriot Day - September 11

This day is to perpetuate the memory of those who perished in the attack on America that occurred on this date in 2001.

#### POW/MIA Recognition Day - Third Friday in September

POW/MIA Recognition Day honors the commitments and the sacrifices made by our nation's prisoners of war and those who are still missing in action. National POW/ MIA Recognition Day, traditionally on the third Friday in September, is one of the 6 days specified by law on which the black POW/MIA flag shall be flown over federal facilities and cemeteries, post offices and military installations.

Auxiliary members are passionate about bringing attention to former prisoners of war and those missing in action by holding ceremonies to both educate their communities and honor these special veterans. One way to honor these veterans and educate youth and the community on this subject is by having a Missing Man Table Ceremony, This practice provides a visual demonstration of the significance of POW/MIA Recognition Day. You are encouraged to share this ceremony with youth groups partnering with the Auxiliary. Find a sample of the ceremony wording and table setup in MALTA Member Resources.

#### Gold Star Mother's & Family's Day -

Last Sunday in September

On this day, Americans are encouraged to display the Flag and hold appropriate ceremonies as a public expression of our nation's gratitude and respect for our Gold Star Mothers and Families.

#### Veterans Day - November 11

This is an opportunity to honor the brave men and women, both living and deceased, who fought America's battles past and present.

#### Pearl Harbor Day - December 7

This day is in remembrance of the same date in 1941 when Japanese bombers staged a surprise attack on U.S. military and naval forces in Hawaii.

#### **Branch of Service Birth Dates**

- U.S. Army June 14, 1775
- U.S. Marine Corps November 10, 1775
- U.S. Navy October 13, 1775
- U.S. Air Force September 18, 1947
- U.S. Coast Guard August 4, 1790
- · U.S. National Guard December 13, 1636
- U.S. Space Force December 20, 2019

#### Military Flags Order of Precedence

According to Department of Defense guidelines, military service flags, insignias, etc., should be displayed in the following order (left to right as you face the flags): Army, Marine Corps, Navy, Air Force, Space Force and Coast Guard.

#### **Star Family Recognition**

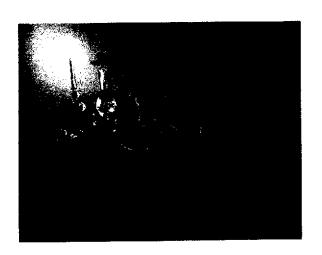
You may have seen a Blue Star, Gold Star or Silver Star service flag or service banner in the window of a home in your area. A service flag or service banner is a banner approved by the Secretary of Defense that family members of those serving in the United States Armed Forces can display.

- Blue Star Families can display a flag or banner with a white field and a red border, with a blue star for each family member serving in the United States Armed Forces during any period of war or hostilities.
- Gold Star Families can display a flag or banner with a white field and a red border, with a gold star that represents a family member who died during military operations.
- Silver Star Families can display a flag or banner with a blue, an outer red and inner white border, with a silver star that represents a family member who was injured, wounded or became ill during or as a result of combat.

You are encouraged to recognize and honor these families in your community.

# Prisoner of War/Missing in Action Remembrance

Ceremony Saves a Place for the Missing Man



- The single red rose in a vase is there as a reminder of the lives of each of the missing and their loved ones who keep the faith, still waiting for answers.
- The red ribbon tied around the vase shows our continued determination to account for the missing.
- A lemon slice at each bread plate is to remind us of the bitter fate of those captured and missing in a foreign land.
- A pinch of salt recalls the tears endured by those missing and their families who seek answers.
- The Bible represents the strength gained through faith to sustain those lost from our country, which was founded as one nation under God.
- An inverted glass symbolizes their inability to share in the day's toast.
  - The chairs at each place stand empty to express their absence.

# **Understanding Auxiliary Traditions**



Welcome! This guide is to help you learn about our Ritual and the unique things we do at our meetings. Be sure to ask a fellow member if you have any questions!

#### **Entering a Meeting**

- At a local Auxiliary meeting, you will enter the meeting room and once the doors are closed, all members must show a current dues card.
- At Department and National meetings, your card will be asked for at the door.

#### Raps of the Gavel

- One rap = Attention
- Two raps = Rise
- Three raps = Be seated

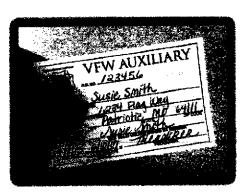
#### **Attention & Parade Rest**

- "Attention" in the VFW Auxiliary means hands at side, head up with eyes looking straight forward.
- "Parade Rest" means the left foot is moved slightly to the side while bringing the arms to the small of the back. Clasp the left thumb in the right hand. The head is bowed slightly during prayer.

#### **Showing Proper Respect to the Flag**

- During our Ritualistic meeting, the President will say "Salute"
  when the flags enter and leave the room, as well as when we say
  the Pledge of Allegiance and sing the national anthem. Salute the
  Flag by placing the palm of the right hand flat over the heart.
- During Auxiliary meetings, the heart salute shall be used at all times where the salute is used.
- A member who is also a veteran may use the military salute.
- When the Flag is displayed AND the national anthem is played and/or sung, all present should face the Flag and salute.
- When the Flag is NOT displayed and the national anthem is played and/or sung, all present should face the music and salute.
- Members should stand when the flags are moving.



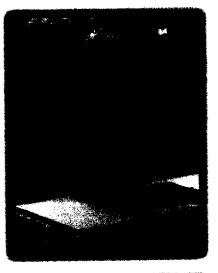


#### Showing Proper Respect for the Altar & Bible

- Members will remain seated while the Chaplain opens and closes the Bible, provided the Colors are not at the Altar.
- Whenever the Chaplain is opening and closing the Bible, everyone should stop all movement and talking.
- Members will not cross between the President's station and the Altar, as this is considered sacred ground symbolizing where our Comrades who have answered the final roll call are at rest.
   However, when the Bible is closed, members may pass through this area.

#### Addressing the President & Making a Motion

- All remarks must be addressed to the President and not by one member to another. A member wishing to address the President will rise and say, "Mister/Madam President," but shall not speak further until he or she has been recognized by the President.
- Making motions is your right as a member. To make a motion, you should stand and be recognized by the President and then proceed.







# Flag Education for Kids!

This is to help you know how to take good care of the Flag of the United States of America!

#### Displaying the Flag:

- On Same Staff: U.S. Flag at very top, above any other Flag.
- Grouped with other Flags: U.S. Flag goes to its own right. Flags of other nations are flown at same height.
- Marching with other flags: U.S. Flag to marcher's right (observer's left).
- Decoration: Never use the Flag for decoration. Use bunting with the blue on top, then white, then red.

#### Half Staff (Halfway up the Flag pole):

- On special days, the Flag may be flown at half-staff.
- On Memorial Day it is flown at half-staff until noon and then raised.

#### Saluting the U.S. Flag:

- Everyone in uniform should use the military salute.
- Members of the armed forces and veterans who are present, but not in uniform, may use the military salute.
- Everyone else should face the Flag and stand at attention with their right hand over the heart.
- If you are wearing anything on your head, take it off with your right hand and hold it at the left shoulder, the hand being over the heart.

#### Don't do this!!!

- Do not let the Flag touch the ground.
- Do not fly Flag upside down unless there is an emergency.
- Do not carry the Flag flat, or carry things in it.
- Do not use the Flag as clothing.
- Do not store the Flag where it can get dirty.
- Do not use it as a cover.
- Do not fasten it or tie it back. Always allow it to fall free.
- Do not draw on or otherwise mark the Flag.

#### Flag Disposal:

#### This should only be done with adult supervision!

- The Flag should be folded in its customary manner.
- It is important that the fire be fairly large and of sufficient intensity to ensure complete burning of the Flag.
- Place the Flag on the fire.
- The individual(s) can come to attention, salute the Flag, recite the Pledge of Allegiance and have a brief period of silent reflection.
- After the Flag is completely consumed, the fire should then be safely extinguished and the ashes buried.
- Please make sure you are conforming to local/state fire codes or ordinances.



AUXILIARY OF THE YEAR PROGRAM
Bette Jane Mire, PDP, Chairman
351 Rice Road
Winchendon, MA 01475
978-297-5206
saulmire@comcast.net

Committee: Lee Berrier, PDP & Mary Christian, PDP

The Auxiliary of the Year Program is another tool for our auxiliaries to utilize to achieve the goals set forth by our National and Department Chairmen while receiving awards at our Department Convention based on the point system.

Throughout the year each auxiliary can accumulate up to 250 points. Each auxiliary reaching 150 points qualifies for the \$10.00 award. The auxiliaries reaching 175 points or more qualify for Auxiliary of the Year in their Division.

There are six other specific qualifications your auxiliary must meet and be aware of:

- 1. Hold at least 10 meetings
- 2. Cannot be on suspension
- 3. Cannot be in arrears with National or Department
- 4. Up to date with audits
- 5. Have officers elected, installed, and recorded in MALTA for the coming year.
- 6. Have Department Convention registration fees paid in full

So, keep track of your points at your meetings, your deadline dates, and make sure you do your reports on time.

#### **AUXILIARY OF THE YEAR**

#### HIGHLIGHTED ITEMS MUST BE COMPLETED BY NOVEMBER 30, 2024 Monetary Donations to any project must be a minimum of \$10.00 to earn credit.

NOTE: Two reports (one per period) shall be required covering the following periods:

4/01/24 - 11/30/24 This report must be <u>received</u> by the Department Chairmen by December 31, 2024, to be considered for the Mid-Winter Conference Contest.

12/01/24 - 3/31/2025 This report must be <u>received</u> by the Department Chairmen by April 15, 2025, to be considered for the Convention contests.

#### **BLANK REPORTS WILL NOT BE AWARDED POINTS**

#### **OPERATIONS / ADMINISTRATION**

#### **CONVENTION FUND**

1. Donation of prize to the Pre-Convention Jamboree	2 Points
2. Purchase of Pre-Convention Jamboree raffle tickets	3 Points
3. Participation in additional Convention Fund special fund raiser	3 Points
•	8 Points

#### **FINANCE**

1. Annual Auxiliary Finance Donation by November 30, 2024	5 Points
(Donations received after November 30, 2024 – 2 Points)	
2. Annual Auxiliary Finance Donation of \$50.00 or more	5 Points
3. Financial participation in finance projects throughout the year (to be prorated)	25 Points
	35 Points

#### GOOD OF THE ORDER

1. Member(s) attendance at the Program Kickoff	3 Points
2. Member(s) attendance at majority of District meetings	2 Points
3. Member(s) attendance at Department Mid-Winter Conference	2 Points
4. Donation to State President's Special Project	3 Points
5. Four (4) quarterly audits to Dept. Treasurer ON TIME (end of Aug.,	Nov., 2 Points
Feb. and May)	2 Points
6. Purchase of State President's pins	2 Points
7. Purchase of 25 or more State President's pins	<u>5 Points</u>
•	21 Points

#### **NATIONAL PROGRAMS**

#### **AMERICANISM**

2. F 3. A 4. I	Utilize Americanism material/resources in MALTA Member Resources Promote, participate in, recognize any patriotic day or branch of service birthdays American and/or POW/MIA flag presentation (must be at least 2" x 3") assue Patriotic Appreciation Citations, Certificate of Appreciation or Respect for for the Flag Citations to businesses/citizens displaying U.S. or POW/MIA flag or	1 Point 2 Points 2 Points
5. ( 6. I	other displays of American pride Conduct patriotic education in your Auxiliary and/or community Participate in a Loyalty Day program Submit required two (2) reports by deadline dates (one [1] point each report period)	1 Point 1 Point 1 Point 2 Points 10 Points
<u>AUX</u>	<u>ILIARY OUTREACH</u>	
2. I	Utilize Auxiliary Outreach material/resources in MALTA Member Resources Participate as a group to volunteer/partner with another organization not affiliated with the VFW or VFW Auxiliary Create and submit to Dept. Chairman a photo collage of your Outreach program Submit required two (2) reports by deadline dates (one [1] point each report period)	1 Points 2 Points 2 Points 2 Points 7 Points
BUD	DDY POPPY / VFW NATIONAL HOME	
1. U 2. H 3. H 4. H VFV 5. U 6. H 7. H 8. H 9. H 10. H		1 Point 2 Points 1 Point 1 Point 1 Point 1 Point 1 Point 1 Point 2 Points 2 Points 2 Points 5 Points
<u>CHI</u>	EF OF STAFF/EXTENSION/REVITALIZATION	
<ol> <li>Pr</li> <li>M</li> <li>H</li> </ol>	tilize the Extension/Revitalization/Mentoring materials in MALTA Resources resent "Good Job" awards to mentors in your Auxiliary lember(s) fulfilling the role of Mentor old a special recognition for mentors in your auxiliary ubmit required two (2) reports by deadline dates (one [1] point each report period)	1 Point 2 Points 2 Point 2 Point 2 Points 9 Points

#### **HISTORIAN / MEDIA RELATIONS**

<ol> <li>Utilize Historian material/resources in MALTA Member Resources</li> <li>Utilize Media Relations material/resources from MALTA Member Resources</li> <li>Send monthly or quarterly newsletters to all members</li> <li>Have and use a Facebook page and/or Website (alone or with Post)</li> <li>Hold a "how to" training to educate members on use of media</li> <li>Submit required two (2) reports by deadline dates (1 point each report period)</li> </ol>	1 Point 1 Point 2 Points 1 Point 1 Point 2 Points 8 Points
HOSPITAL	

1.	Member(s) attendance at the Hospital Workshop	3 Points
2.	Donation to Department Hospital Fund (Hospital Pledge)	2 Points
3.	Donation of \$50.00 or more to Department Hospital Fund	5 Points
4.	Sponsor a party/function for any facility, both VA and non-VA	2 Points
5.	Donate items to a medical center/soldiers home/community hospital or nursing home	2 Points
6.	Promote, participate or host any activity listed (alone or with Post):	
	Honors Escort / National Salute to Veterans Patients-Valentines for Veterans	
	Veterans Health Care (VHA) / Women Veterans Health Care Program	2 Points
7.	Submit required two (2) reports by deadline dates (one [1] point each report period)	2 Points
		18 Points

#### **LEGISLATIVE**

1. Utilize the Legislative material/resources in MALTA Member Resources	1 Point
2. Subscribe to VFW's Action Corps Weekly	1 Point
3. Promote, participate or host activities regarding VFW Priority Goals	1 Point
4. Contact legislators on veterans issues by any means (emails, phone, letters, etc.)	1 Point
5. Submit required two (2) reports by deadline dates (one [1] point each report period)	2 Points
	6 Points

#### MEMBERSHIP (recorded at National Headquarters by dates listed)

1. 80% plus by September 30, 2024	12 Points
2. 95%+ by November 30, 2024	12 Points
3. 98%+ by December 31, 2024	12 Points
4. 100%+ by January 31, 2025	7 Points
5. 101%+ by April 15, 2025	5 Points
6. Utilize Membership material/resources in MALTA Member Resources	1 Point
7. Promote, participate or host activities on Auxiliary education and recruitment or	
educate members on National Membership Program Awards	1 Point
8. Participate in recruiting event on any level	1 Point
10. Recruit at least one new member	3 Points
11. Submit required two (2) reports by deadline dates (one [1] point each report period	2 Points
	56 Points

#### **SCHOLARSHIPS**

<ol> <li>Promote the National Continuing Education Scholarship Contest</li> <li>Donate to the Continuing Education Scholarship Fund through National</li> <li>Promote / Participate in the Young American Creative Patriotic Art Contest</li> <li>Promote / Participate in the 3-Dimensional Patriotic Art Contest</li> <li>Donate to the Patriotic Art Scholarship Fund (for both art contests) through National</li> <li>Assist Post by Promoting or Conducting the Patriot's Pen Essay Contest</li> <li>Assist Post by Promoting or Conducting the Voice of Democracy Audio Essay Contest</li> <li>Donate to the Bessie Hanken Youth Awards Fund (through Department office)</li> <li>Note: This fund covers the prize money for all youth contests.</li> </ol>	1 Point 1 Point 2 Points 2 Points 2 Points 2 Points 2 Points 1 2 Points 2 Points
9. Donation of \$50.00 or more to Bessie Hanken Youth Awards Fund	5 Points
10. Submit required two (2) reports by deadline dates (one [1] point each report period)	2 Points 21 Points
VETERANS AND FAMILY SUPPORT	
<ol> <li>Utilize Veterans &amp; Family Support material/resources in MALTA Member Resources</li> <li>Promote, participate or host any VFW Program listed:         <ul> <li>a. Disaster Relief</li> <li>b. Military Assistance (MAP)</li> <li>c. National Veterans Service (NVS)</li> <li>d. Unmet Needs</li> </ul> </li> </ol>	1 Point
e. Veterans & Military Suicide Prevention and Mental Health Awareness	2 Points
3. Provide direct aid to veterans, service members and/or their families	2 Points
4. Participate in Wreaths Across America project	2 Points
5. Sponsor/donate to Veterans Voices Writing Project	1 Point
6. Submit required two (2) reports by deadline dates (one [1] point each report period)	2 Points 10 Points
YOUTH ACTIVITIES	
<ol> <li>Work with youth/youth groups during program year</li> <li>Award Youth Groups Supporting Our Veterans Citations</li> <li>Participate in Patriotism through Literacy</li> <li>Host an Awards Ceremony recognizing your Illustrating America contest winners</li> <li>Promote the Illustrating America art contest</li> <li>Submit required two (2) reports by deadline dates (one [1] point each report period)</li> </ol>	1 Point 2 Points 2 Points 2 Points 2 Points 2 Points 11 Points

TOTAL POINTS AVAILABLE FOR PROGRAM PARTICIPATION 235 POINTS

EXTRA CREDIT: Each VFW Auxiliary shall earn 15 additional points in the Awards Program by submitting the Auxiliary of the Year Report Form outlining only ONE PROJECT (big or small)

ASSISTING VETERAN(S), THEIR FAMILIES OR YOUR

YOUR COMMUNITY during this Administration.

All your projects are worthwhile, but please just choose ONE to report here.

15 POINTS

TOTAL AUXILIARY OF THE YEAR AWARDS POINTS AVAILABLE 250 POINTS

NOTE: As you have the potential of 250 points, you will need at least 150 points to qualify for the \$10.00 awards and 175 points to qualify for the Auxiliary of the Year awards.

In addition for <u>all awards</u> (individual programs or Auxiliary of the Year), the Auxiliary must:

have held at least 10 meetings this year
not be on suspension
not be in arrears with National or Department
be up to date with audit reports
have officers elected, installed and recorded in MALTA
for the coming year
have Department Convention registration fees paid in full

AUXILIARY OUTREACH
Michelle Perras-Slowick, Chairman
69 Overlook Drive
West Springfield, MA 01089
413-330-8235
anutshell211@gmail.com

I sat down the other day and did what most of us do when we want quick answers to questions....

I googled it... my question was volunteer opportunities in Massachusetts.

Here is what came up on page one

Rosie's Place Rescue Mission Food Banks Cradles to Crayons Hospice Boys & Girls Club Prison Book Program Victory Program **Community Cooks** Food for Free Soup Kitchens Horizons for Homeless Norfolk Country RSVP St Francis House Animal Rescue Audubon

There are 16 different places to reach out to. That is before Fire/Police/EMT's or Red Cross in your local communities. Now go and research your own community needs. There are plenty of ways to partner with those around us to spread the word of the talents of your members in the auxiliary.

Once you have found a need, You must bring a motion to the floor of the Auxiliary. This motion must be accepted before your auxiliary outreach program can be considered. This motion MUST be done before the event that you perform. Let me say this AGAIN the motion must be passed before the event.

Although this letter is short, throughout the year, I will give you more places or events that need Auxiliary help. I am most certain that there is not an organization out there that will tell you "no we cannot use your help." Communities large and small are always looking for volunteers. Remember just because your auxiliary is in one town or city does not mean that you cannot go to a neighboring one. You can always team up with an auxiliary that is near you and have more of an auxiliary presence.

## VFW Auxiliary Outreach Guide

#### What Does and Does Not Qualify



#### What is Auxiliary Outreach?

Auxiliary Outreach is a partnership formed by an Auxiliary with another organization, for the benefit of their community or its institutions. It is a donation of time, not in-kind or monetary donations. It's about partnering with other organizations in our communities to help improve where we live. Auxiliary Outreach can:

- Be performed by people of any age, skill set or ability level.
- Benefit any group of people such as youth, senior citizens and those with disabilities.
- Benefit animals, the environment and public spaces.
- Be done in communities of all types and sizes rural, suburban and urban, small and large.

#### What's Considered Auxiliary Outreach

#### Examples include:

- Working walks or runs that benefit other organizations as an event spotter, water station volunteer, timekeeper, etc. (Walking or running in the race is not part of Auxiliary Outreach; that's participation, not partnering.)
- Working with local police on child ID kits or with EMTs to host CPR Training.
- · Working with firefighters on fire safety and prevention.
- Working with parks and recreation departments to plant trees, develop non-veteran related community art installations and on adopt-a-park initiatives.
- Helping with a spay and neuter animal clinic.
- · Serving food at soup kitchens.

#### What's Not Considered Auxiliary Outreach

Auxiliary Outreach is for projects NOT AFFILIATED with VFW or VFW Auxiliary Programs. Volunteer work that is performed for the benefit of the Post or Auxiliary is NOT considered Outreach. Examples of projects that do not qualify include:

- Repairs to, maintenance or beautification of the Post home.
- · Cooking or serving a meal for a Post or Auxiliary fundraiser.
- "Buddy"® Poppy distribution.
- VFW or Auxiliary meetings, conventions, conferences or schools of instruction.
- Providing an honor guard at a member's funeral.
- Flying the American Flag.
- Conducting Flag retirement programs.
- Church activities for one specific congregation and not the entire community (e.g., usher, elder, deacon, minister, etc.)

#### Examples

- 1. John, an Auxiliary member, mowed his neighbor's lawn out of the goodness of his heart. This is not Auxiliary Outreach. John found out his local senior center helps mow lawns for individuals in the community. He brought that up at a meeting. The Auxiliary voted to partner with the senior center. This is Auxiliary Outreach.
- Jane, an Auxiliary member, went to donate blood. She noticed how busy the Red Cross volunteers were. She offered to stay to help them, and they accepted. <u>This is not</u> <u>Auxiliary Outreach</u>. However, while she was there, she asked if they could use help in

the future. So, when Jane went to her monthly meeting, she told her fellow Auxiliary members about the need for volunteers at the blood drive. Her Auxiliary voted to help at these drives. Now when there is a blood drive Jane and other members of her Auxiliary are there, wearing Auxiliary attire and helping. This is Auxiliary Outreach.

#### VFW Community Service and VFW Auxiliary Outreach

VFW Auxiliary Outreach is similar to the VFW Community Service Program. Below is an excerpt from what the VFW communicates to their Posts. We hope this will help you to know what can and cannot be reported under this Program for both the VFW and the Auxiliary.

#### VFW Community Service

Community Service as defined by the National Community Service Trust Act "encompasses any human act serving the common good; in the interest of the community." Elsewhere, community service is further defined as "a service that is performed for the benefit of the public or its institutions."

The Veterans of Foreign Wars of the U.S. subscribes to the above but adds that, for the purposes of volunteer recognition, VFW community service must be performed by and as a representative of the Veterans of Foreign Wars and must be performed for an organization outside the VFW and its Auxiliaries and must be verified by an authorized representative of that organization.

In addition, efforts performed for the benefit of the Post or Auxiliary's benefit should not be considered as community service.

A particularly controversial area in VFW community service is service to one's church. Generally, these efforts are not considered community service for two reasons: 1) they are not performed for the community at large; 2) they are part of an individual's service to their faith and not to the VFW. The exception to this would be performing the same service for all religious organizations in a given community.

#### Important Auxiliary Additions to VFW Community Service:

- 1. Wear something that signifies you are a member of the VFW Auxiliary.
- 2. The project must be voted on during an Auxiliary meeting. (The VFW also requires this in another section of their instructions.)
- 3. If what you are doing is reportable under another Auxiliary Program, report it under that Program, not under Auxiliary Outreach.
- 4. Auxiliary work\* (e.g., Outreach, Americanism, Veterans & Family Support, etc.) is to be reported to your local VFW Post Adjutant so it can be added to their report. This will help your Post with eligibility for the National Outstanding Community Service Post Award.
- 5. Auxiliary Outreach volunteer work need not be verified by the organization you are partnering with. (This is a VFW requirement only.)

Auxiliaries are responsible for so many good deeds that help our communities. Collectively, all our projects need to be counted to effectively show the importance of the local VFW and VFW Auxiliary to the community.

We hope this provides clarification on this Program. If you are unsure of whether your project will count toward the Auxiliary Outreach Program, contact your Department Chairman with your questions.

\*VFW Community Service encompasses many Auxiliary Programs, not just Auxiliary Outreach. Therefore, all that your Auxiliary does is to be reported to the Post Adjutant.



# **VFW Auxiliary Outreach**

#### Frequently Asked Questions

- 1. Q.: Every year my Auxiliary participates in a walk in our area that raises awareness about suicide prevention. Members walk in the event and donate \$100 to the organization. Can the number of hours and members who walked in the event count toward Auxiliary Outreach?
  - A.: This is a great team-building activity for your Auxiliary, however, walking or running in an event/race may not be reported under Auxiliary Outreach. This example may be reported under Veterans & Family Support as that's where Veteran & Military Suicide Awareness and Prevention falls.
- Q.: Members of a local Auxiliary were asked to sit on their county board to help raise money and volunteer to work at a dedication of a memorial that honors veterans. Since it was not a VFW- or VFW Auxiliary-sponsored event, can this be reported under Auxiliary Outreach?
  - **A.:** No, it cannot be reported under Auxiliary Outreach. It's for veterans and the betterment of the community, therefore, it should be reported under Americanism.
- 3. Q.: A few of the ways listed to participate in Auxiliary Outreach involve youth. Wouldn't this be reported under the Auxiliary's Youth Activities Program?
  A.: It depends on the project. For example, if you are putting on a patriotic program at a school with your Auxiliary, that is reported under Americanism and/or Youth Activities. If your Auxiliary volunteers with the Girl Scouts or Boy Scouts to teach them the Folds of the Flag, that is reported under Americanism and/or Youth Activities. If your Auxiliary partners at the Boys & Girls Club to tutor a group of kids, that is reported under Auxiliary Outreach.
- Q.: Our Auxiliary purchases and delivers turkeys for a food pantry every
  Thanksgiving. Does this get reported under Auxiliary Outreach?
   A.: No, it does not. Dropping off turkeys for a Thanksgiving meal is not the same as volunteering time in the food pantry organizing food, serving meals, bussing tables, etc.
- Q.: Our Auxiliary partners with another organization to host a sock collection at our local Walmart. Does this qualify as Auxiliary Outreach?
   A.: It depends. If you stay and man the collection, then yes. If you drop off a collection bin and leave, then no.

If you are unsure of whether your project for will count toward the Auxiliary Outreach Program, contact your Department Chairman with your questions.

#### **BUDDY POPPY / VFW NATIONAL HOME**

Theresa Logue, Chairman 5 Pinetree Road Billerica, MA 01821 978-973-0601 TeeLogueVFWAuxma@gmail.com

We are kicking off a new Auxiliary year and the Buddy Poppy has gone through some changes, but it still represents the blood shed by American military service members and it still reminds us of their sacrifices. So, let us continue to promote this little flower with all our might this year and help our Veterans by holding our Buddy Poppy drives in many ways – from going out with our VFW Post Members, to holding our own drives, to holding passive drives with partner organizations, and simply educating our communities about what the Buddy Poppy represents and why it is so very important. In this Kickoff book, we have included a template of the Buddy Poppy Story Cards that you can print out and pass out during parades. Share the cards instead of candy, who knows the next time you are doing a Buddy Poppy drive a child may say to a parent, "I know what that flower means!" and you may find an opportunity to hand out a youth R.A.P. card! Take a picture of what you're doing when using the VFW Buddy Poppy in educating the community so that you can win the outstanding activity award! While the contest for the Buddy Poppy display for Kickoff is already underway as Promoting Donations, don't forget to enter the Buddy Poppy Display Contests this year at Mid-winter (Memorial to Service) and Convention (Committed to Change), we want to see what wonderful ways that our VFW Buddy Poppy can be used in (1) Public Promotion of a Poppy Campaign, (2) Memorial or Inspirational Displays, and (3) in Artistic or Decorative Use of Poppies. We want to see how Massachusetts members showcase their talents using the VFW Buddy Poppy so that we can showcase them and send their display to the National Convention next year! (Rules are included for the contest.)

The National Home is going to be 100 years old this year! Let's all get excited and have a birthday party for the National Home! Massachusetts House is beautiful and sitting on the acreage of the National Home with a wonderful family inside. Let's help them celebrate by creating invitations for the party! I challenge every Auxiliary to have a party this year and to create invitations for the National Home Celebration! Send Madam President and all of us an invitation to your party! Be sure to take pictures, make a picture collage, make a video and post it on YouTube of your celebration! Show us how you celebrate the 100th birthday of the VFW National Home! Who knows, your Auxiliary may win one of the \$25 awards in the National Program Awards! Also, we have partnered with Past Department Commander and Candidate for VFW National Home, Council Member 1, Mike Raymond to seli VFW Massachusetts House Pins in honor of the 100th Birthday of the National Home. Please see your Auxiliary President or Buddy Poppy/National Home Chairman to purchase one. Remember, the VFW National Home exists to help Veterans, Family Members, Caregivers through the National Home Helpline (800-313-4200) in finding local resources or if they need to relocate to the National Home itself. Families that move there are asked to make a commitment to making the changes needed for a better life. Auxiliaries are asked to make donations, buy a life membership, or buy a brick in the memorial park. This year the National Home is also selling Centennial Memberships with special benefits so please check out the VFW National Home website at <a href="https://vfwnationalhome.org/">https://vfwnationalhome.org/</a> There is so much going to happen within this great year so I hope everyone is onboard and looking forward to "Being the Change" for the VFW National Home!



In 1924, the VFW registered the name "Buddy"\* Poppy with the U.S. Patent Office. The "Buddy"\* Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy"\* Poppy with the U.S. Patent Office.

The "Buddy"\* Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.

The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy"\* Poppy with the U.S. Patent Office.

The "Buddy"\* Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy"\* Poppy with the U.S. Patent Office.

The "Buddy"\* Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.
The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.

The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.

The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.

The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices.



In 1924, the VFW registered the name "Buddy" Poppy with the U.S. Patent Office.

The "Buddy" Poppy represents the blood shed by American military service members and reminds us of their sacrifices. The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy"\* Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the popples.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- · Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy"\* Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

#### www.vfw.org | www.vfwauxiliary.org

The "Buddy" Poppy is assembled by disabled and needy veterans in VA medical facilities.

Proceeds from the VFW "Buddy" Poppy program:

- Provide compensation to the veterans who assemble the poppies.
- Provide financial assistance in maintaining state and national veterans' rehabilitation and service programs.
- Partially supports the VFW National Home for Children.

www.vfw.org | www.vfwauxiliary.org

# VETERANS OF FOREIGN WARS OF THE UNITED STATES PROGRAMS DEPARTMENT "BUDDY" POPPY PROGRAM

#### NATIONAL CONVENTION "BUDDY" POPPY DISPLAY CONTEST

These guidelines have been designed to place emphasis on the purpose and effectiveness of the displays. It is suggested and recommended that Department (State) contests rule be established in a like form.

#### **RULES**

(1) Displays will be presented and judged in three categories:

(b)

CATEGORY 1.	<u>Public Promotion of Poppy Campaign</u> (Window, booth, parade, poster displays, campaign promotions, etc.)
(a)	Displays must be designed for public exposure and must bear a message soliciting a donation for and wearing of the VFW "Buddy" Poppy.
(b)	At least one (1) of the Poppies used in the display must be in its original form and color, with label attached.
CATEGORY 2.	Memorial or Inspirational Displays (Wreaths, memorial tablets or plaques, patriotic or devotional themes)
(a)	Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the "Buddy" Poppy.
(b)	At least one (1) of the Poppies used in the display must be in its original form and color, with label attached.
CATEGORY 3.	Artistic or Decorative Use of Poppies (Post Home displays, table center- pieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)
(a)	Any display not meeting the qualifications for Categories 1 or 2 shall automatically be entered in Category 3.

and color, with label attached.

At least one (1) of the Poppies used in the display must be in its original form

- (2) Departments purchasing over 250,000 Poppies will be allowed two (2) displays in **each** of the three (3) categories for the National Display Contest ... all others will be allowed one (1) display in each of the three (3) categories, no deviations.
- (3) The National Programs Committee shall have no responsibility in setting up, taking down or returning displays.
- Displays shall be set up in space provided in the convention facility. Prior to setting up the display, the responsible person must register with the "Buddy" Poppy desk and complete an entry form (unless one was forwarded earlier, approved by Department) which will show the category of competition, the number of Poppies used, the purpose of the display, the Post and/or Auxiliary number and location, and the name of the person who will dismantle and remove the display at the close of the convention. (Please be advised, all displays must be removed by 4:00 p.m. on Tuesday or it will be disposed of by convention center personnel.)
- (5) Displays may or may not be accompanied by a white card, not to exceed 4 inches by 6 inches in size, on which is lettered in black ink an explanation of the theme for the display or other information of interest to the viewers or the judges.
- (6) Post name, number, city or state (including the shape of your state) may <u>not</u> be visible on the displays. Failure to comply will result in disqualification.

#### **JUDGING**

Judging of displays will be on the basis of effectiveness, purpose, clarity of theme, suitability, originality, beauty and number of Poppies used. Where a sample of a large number of identical items (such as corsages or wreaths) is entered, full credit shall be given for the total number of Poppies used. Judging will be completed by Monday evening and the winning displays will have the appropriate ribbons placed on the display.

#### **PRIZES**

Plaques will be awarded to the first, second, and third place winners in each of the three categories, and will be mailed to the winning Department's adjutant after convention.

#### **NOTE**

The Department adjutant will have to notify the Programs Director, in writing, by <u>June 30th</u> of the Posts that will represent the Department in each category. This will allow us the time necessary to ensure each entry has sufficient space to set up at the National Convention.

Please be advised, the Programs Committee cannot guarantee against theft of personal items placed on the displays. The exhibit hall is secured at night and monitored by security guards: however, they monitor a large area and are not assigned to one specific area. We strongly discourage using items of sentimental value, items of value or items considered to be irreplaceable on the "Buddy" Poppy displays. Thank you and good luck!

(Revised 12/9/2022)

# **BUDDY POPPY ORDER FORM**

# **NEW PRICE EFFECTIVE 04/15/2023**

### ORDER FROM THE DEPARTMENT OF MASS ONLY

ITEM	COST	AMOUNT	TOTAL
500 BUDDY POPPIES	\$155.00		
1000 BUDDY POPPIES	\$280.00		
500 POPPY TIN TABS	\$70.00		
1000 POPPY TIN TABS	\$130.00		
TOTAL DUE			

#### PRICES INCLUDE SHIPPING

# COIN CANS MUST BE PURCHASED FROM THE VFW STORE IN KANSAS CITY

MAIL ORDERS TO:

DEPT. OF MASS VFW

**STATEHOUSE SUITE 546-1** 

24 BEACON ST.

**BOSTON, MA 02133** 

# PLEASE MAKE CHECKS PAYABLE TO DEPARTMENT OF MASS VFW

POST/AUXILIARY #	
NAME (MUST BE A PERSON, NOT A POST NAME)	
ADDRESS (CANNOT MAIL TO A PO BOX)	
CITY/STATE/ZIP CODE	

# **ALLOW 6 TO 8 WEEKS FOR DELIVERY**

# CHIEF OF STAFF – EXTENSION & REVITALIZATION Juliette Mason, PDP, Chairman P O Box 1222 Southwick, MA 01077 413-569-1855 jules14beal42@gmail.com

This is the beginning of a new Auxiliary year and the kickoff of the 2024-2025 year. Unlike the others, the Chief of Staff is not a program but a person appointed by the State President, who is in charge of the Extension & Revitalization Program. The Chief of Staff offers help to Auxiliaries to make them healthy and works with Bachelor Posts to start new Auxiliaries. As we go through this coming year, feel free to contact me at any time for help. I also am willing to visit your Auxiliary if you feel it is needed to help with any problem that may arise.

Be sure to check out the resources offered by the National organization which are found in MALTA under Extension & Revitalization. You just might find something you can use to resolve a problem, work a program, and even award members for a Job Well Done. We all need to know that our efforts are appreciated. ALL levels (Department, District & Auxiliary) need to be recognized for the work they do.

As this year goes on, I will be giving you updates received from promotions received from National Ambassador, Betty Arnold, to help both you and myself achieve our goals for healthy auxiliaries.

This year, there are nine points that can be earned towards Auxiliary of the Year from the Chief of Staff – Extension & Revitalization Program:

2. 3. 4.	Use any of the Extension & Revitalization/Mentoring Materials in MALTA Resources Present "Good Job" awards to mentors in your Auxiliary Member(s) fulfilling the role of Mentor Hold a special recognition for mentors in your Auxiliary Submit required two (2) reports by the deadline date	1 Point 2 Points 2 Points 2 Points
٥.	(1 Point per report period)	2 Points 9 Points

All Auxiliaries will receive a citation for participation. They will also receive a HEALTHY AUXILIARY Certificate if they meet all the qualifications listed on the Healthy Auxiliary Checklist enclosed in your Kickoff packet.

One last thing, remember to follow the CARE concept:

- C Catch the member when they first join
- A-Ask them to participate
- R Remember what it felt like when you were new
- E Engage them in a Program that fits them

# EXTENSION & REVITALIZATION AMBASSADOR/ NATIONAL CHIEF OF STAFF



# BETTY ARNOLD National Chief of Staff

11510 State Route M Ste. Genevieve, MO 63670 vfwaextension24-25@outlook. com

A Department Chief of Staff is an important part of the success of our VFW Auxiliary and vital to each Department in achieving our goals to serve our veterans and their families, increasing membership and promoting our Programs. The Chief of Staff will serve as the Extension & Revitalization Chairman and must be knowledgeable in all facets of Auxiliary including Bylaws and Programs and promoting Mentoring for Leadership.

They should be the Department President's assistant when asked and should be kept updated on what is going on within their respective Department. The Chief of Staff will be a teacher and mentor, and be compassionate while working with District Presidents and Auxiliaries to assure that the Auxiliary is functioning in a proper manner. A Department Chief of Staff can be a sounding board for the Department President and an extra set of eyes and ears to be on the lookout for the "Red Flags" that may indicate an Auxiliary is in trouble and needs assistance to be a healthy Auxiliary. Promote the use of Building on the VFW Auxiliary Foundation and using the resources in MALTA to take on the training of members. With the permission of the Department President, offer to assist the Department Secretary in getting any missing Bond or Installation Reports. Request copies of the Official Visit forms from the Department President to peruse and perhaps pickup on a "Yellow Light" signal.

#### A TRADITION AND PROMISE FOR THE FUTURE

The VFW Auxiliary has been built on a strong foundation based on the traditions established in 1914. With those traditions comes a sincere promise to safeguard the future of the Auxiliary. The Extension & Revitalization Program will benefit every member of the Auxiliary. Keeping informed and becoming knowledgeable of our traditions and subsequent Programs will help us to mentor our members and prepare them for leadership roles. This is the heart of what we do in this Program.

#### BRANCHES GROW TALL WHEN ROOTS RUN DEEP

Each Department President has appointed a Department Chief of Staff to work closely with them to ensure that Auxiliaries remain strong and vibrant and that our organization grows and produces proud, patriotic and energetic members who will honor and protect our veterans and their families. Our foundation is solid – now it is up to us to build on that structure.

#### MENTORING FOR LEADERSHIP

Train and educate members to be future leaders. We must ensure that the legacy of the VFW Auxiliary continues through strong and healthy Auxiliaries comprising members who are prepared to take on leadership roles to continue to move the VFW Auxiliary forward. Do not allow Auxiliaries to stay "anchored to the past" – technology is a wonderful tool that gives us the ability to reach so many members which then allows us to continue the tradition and promise to take care of our veterans and their families. Blend the past with the present to guarantee our future.

#### **GREEN LIGHT - YELLOW LIGHT - RED LIGHT**

Auxiliaries who are at the **GREEN LIGHT** are healthy Auxiliaries. Refer to MALTA Member Resources for the Healthy Auxiliary Tool Kit – there are seven resources to assist Auxiliaries in identifying and solving issues within the kit.

YELLOW LIGHT Auxiliaries are exhibiting a Red Flag and a caution light and it is up to the Department Chief of Staff, when requested by the President, to take a look to assist the Auxiliary. The District President or Auxiliary Representative must be honest in the assessment of their visit to an Auxiliary as they have firsthand knowledge of the Auxiliary and communicate any concerns to the Department President and/or Chief of Staff. This Red Flag could be failure to meet any one or more of the essentials of an Auxiliary but also be a subtle flag about attracting no new members, failure to report in Programs to assist veterans and families, no new officers, not growing and failure for members in attending District and state meetings and trainings.

As soon as the Caution light appears, the Department Chief of Staff needs to work closely with the Department President and observe what is happening on the Auxiliary level - be ready to spring into action.

This is the time to step in and OBSERVE the Auxiliary and offer MENTORING. Pick the member or team that fits the Auxiliary - there is no one size fits all. Perhaps mentoring will be the remedy and the Auxiliary can get into the GREEN quickly. Mentors are counselors and cheerleaders. Focus on positive attributes and encourage those while offering guidance and training.

At this time, the hope is to avoid suspension but if it becomes necessary – your team should be able to attend their meetings and get them back on track. This is a critical time for an Auxiliary and your spirit of kindness is an absolute must. This is REVITALIZATION at its peak.

RED LIGHT - the Auxiliary will be put on suspension as a time to step back and regroup. Suspension simply means there is some work to do to get the Auxiliary where it needs to be. The hope is that the Auxiliary will recover and come back stronger and better than before.

#### **EXTENSION**

We need to make certain that current Auxiliaries are sound but it is important to make presentations to unaffiliated Posts and when viable to institute new Auxiliaries. An Auxiliary cannot exist without a Post and there must be a 2/3 vote of the Post to get started. Positive and knowledgeable Auxiliary presenters are important when addressing a Post. Ask permission to describe the benefits of an Auxiliary to a VFW Post. Extension tools and presentations are available in MALTA Member Resources.

# **EXTENSION & REVITALIZATION PROGRAM**

#### Maintain and Strengthen Current Auxiliaries • Present to Unaffiliated Posts Establish New Auxiliaries • Recognize Red-Flag Auxiliaries

Chiefs of Staff work with District Presidents and the Department President to maintain current Auxiliaries. They encourage members, promote teamwork and provide guidance during challenging times such as suspension, consolidation or even the loss of a Charter. Chiefs of Staff also work closely with their Department President and organizers to establish new Auxiliaries.

#### **Maintaining Current Auxiliaries**

The National Organization has developed many resources for members to use, including tools available in MALTA Member Resources. These resources have proven to be valuable tools in helping Auxiliaries be more productive.

- 1. The Healthy Auxiliary Tool Kit includes seven (7) resources to assist Auxiliaries in identifying and solving issues:
- Healthy Auxiliary Checklist
- Healthy Auxiliary Member Questionnaire
- Auxiliary Meeting Clinic
- Communication Phone/Text Tree
- Good Job Certificate
- Healthy Auxiliary Certificate
- VFW Auxiliary Mentoring Guide
- 2. Building on the VFW Auxiliary Foundation makes every effort to educate members on all aspects of the duties of Officers at all levels, how to be a Chairman, the why of reporting, etc.
- 3. Saving an Auxiliary may be achieved by recruiting new members. Work with your Membership Chairman to help an Auxiliary become Healthy. (No new members = a true Red Flag) (See Membership in MALTA Member Resources for recruiting tools)

#### **5 Essentials of an Auxiliary**

The National Organization requires only five (5) things of an Auxiliary:

- 1. Auxiliaries should have at least ten (10) business meetings per year. (Sec. 210, A.) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec. 212, A.)
- 2. Dues should be paid by at least ten (10) members on or before February 1 of the current year. (Sec. 207, C.)

- 3. Quarterly Audits by Trustees must be submitted. (Sec. 814)
- 4. Officers elected, 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. (Sec. 814, E.)

#### Establishing New Auxiliaries

Whether a VFW Post decides on its own that it wants an Auxiliary or whether an Auxiliary member or nonmember 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 its 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 the organizer must be a member of the Auxiliary.
- It would help to allow two others who are knowledgeable with Auxiliary business and work well with others to be on an organizing team. They can answer questions and assist with training, educating and mentoring the new Auxiliary once it is instituted. It is recommended that the organizer and the organizing team work with the Auxiliary and its members for at least a year, or until they are ready to proceed as an Auxiliary in good standing.
- 3. A minimum of 15 eligible applicants must be on the Charter application. Transfers are accepted at the close of the institution and just prior to the installation of the newly-formed Auxiliary.

The Department Chief of Staff could assist by providing the following tools for the organizer and organizing team:

- Talking points for the first meeting.
- A procedure for membership applications.
- · When and how to collect dues.
- Assist in securing and filling out official and proper paperwork.
- See that deadlines and filings are met in a timely manner.

For more information on this topic, see Article II, Auxiliaries and Article VIII, Officers (Sec. 815) of the VFW Auxiliary Podium Edition: Bylaws and Ritual.

#### **Mentoring for Leadership**

- Mentoring helps broaden leadership skills and leadership provides guidance for mentoring members; they work hand in hand.
- A stronger membership on every level of our organization will be accomplished through mentoring. Mentoring for Leadership will enhance all types of Program activities.
- Through the mentoring process, extending the hand of friendship to a new member or even a tenured member who has been inactive for a while can create a strong and vibrant organization. Providing a positive and organized meeting experience will leave members wanting to come back, especially when good communication and respect for each other is demonstrated.
- Utilizing the Mentoring at VFW Auxiliary: Relationship Building for the Future document will help you get started in creating a Program for your Auxiliary.
- Through this Program you will be encouraged to embrace and promote the CARE concept.
- C Catch the member when they first join.
- A Ask them to participate.
- R Remember what it felt like to be new.
- E Engage them in a Program that fits them.
- Over time, this member may express interest in holding an office or chairmanship. Work with them to help them succeed. This will only make the Auxiliary and the organization better. Choose the mentor carefully. If the member is interested in floor work, choose an experienced floor worker, if they are interested in keeping books, have them work with the Secretary or Treasurer.
- The real goal here is to train your replacement and give them the tools they need to succeed.

#### Remember to use our Resources:

Building on the VFW Auxiliary Foundation Healthy Auxiliary Tool Kit MALTA – Extension & Revitalization The current year National Program Book "Understanding Auxiliary Traditions" video



#### The Checklist:

What the Auxiliary President needs for a meeting

- Current Podium Edition of Bylaws, Ritual and Booklet of Instruction
- National Program Book (available for download in MALTA/Member Resources)
- Department Program Book
- Current year's Department General Orders (if applicable)
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Chairman Reports to be distributed prior to meeting
- Arrive early to check that the room is prepared for meeting:
  - o Charter
  - Gavel
  - Altar Cloth
  - o Bible
  - o Flag stands properly placed
- o Start and end the meeting as scheduled.
  - A clock on the podium will help achieve the suggested one hour time. Hint:
     Set a timer!



#### Healthy Communication Phone/Text Tree

Use this phone/text tree to promote Healthy Communication in your Auxiliary.

Whenever members need to be contacted or reminded of meeting or events, the President first calls or texts the Senior Vice-President and Junior Vice-President.

Then each of them would call/text the next person down on the tree. Each member would only have one other person to contact!

#### **President**

Senior Vice Junior Vice

Treasurer

Secretary

Chaplain

Conductress

Guard

**Chief of Staff** 

Member

## **VFW Auxiliary Meeting Challenges & Solutions**



#### Challenge

Members do not know when the meeting is scheduled.

Our meetings are too long.

#### Solution

The day of the month, time and location of the meeting is voted on and approved by the members. The presiding Officer closes the Auxiliary business meeting with "The next business meeting will be..."

Other suggestions for contacting members are telephone calls, email, newsletters or postcards. If your Post and/or Auxiliary has a website, display this information front and center. Consider a Facebook page for your Auxiliary, an excellent (and FREE!) way to inform members and increase public awareness.

A prepared Order of Business/Agenda can help a meeting start and end on time. Business that can be transacted formally, such as making a motion and voting, keeps distractions at a minimum. If an event requires more discussion, invite members to stay after the business meeting for further discussion within.

Have a white board or separate piece of paper to create a "Parking Lot" to hold issues that need to be discussed in depth later. This will table an issue and keep the meeting focused on the business at hand.

Consider the option of a roundtable or contemporary meeting. See the Ritual for guidelines.

Auxiliary Officers who know their roles and duties beforehand will also help the meetings run smoother.

There is no agenda.

The Ritual provides detailed outlines for conducting an official Auxiliary meeting. Prior to the meeting, the Auxiliary President can meet with the Secretary and Treasurer to draw up an agenda containing projects to be discussed, motions to be voted on and any other business. A written agenda will keep the meeting on track as the President moves efficiently through the unfinished and new business.

#### Challenge

There is too much socializing.

Certain members speak too many times.

Members see no reason to come or do not feel needed or involved.

We do not seem to get anything done for our veterans.

There is lack of respect for other members and too much gossip.

#### Solution

If socializing is an important part of your Auxiliary meeting, reserve a half hour prior to or a half hour following the scheduled meeting for socializing. A designated social time allows the new and seasoned members to get acquainted, share ideas and enjoy one another's company. Scheduling social time fills this need while being courteous to members who prefer to attend meetings for the business session only.

Leadership of the President can help with membership participation. Encourage members to express their views while being respectful of everyone's input. Limit conversation to the topic at hand.

Increase involvement by asking members to attend. During an Auxiliary function is the perfect opportunity to ask a member to participate or provide them with a "job." It feels good to be needed. Mentor a new member – offer to pick them up for a meeting or an event. Your personal contact will make a difference. An Auxiliary newsletter or email are other communication tools to request volunteers. Each member has their own special talents; encourage and utilize their contributions.

Our twelve National VFW Auxiliary Programs have veterans, their families and member-driven objectives. Educating members on these Programs will create awareness and enthusiasm toward Program goals. Auxiliary Chairman promotions and projects help provide Program awareness and participation. Two communication tools available to all members are the e-newsletter with sign-up through the National VFW Auxiliary website and the VFW Auxiliary Programs Blog, which allows all members to read the latest information and ideas from the National Ambassadors in regard to their Programs.

A good leader will set the dynamic of the meeting. Effective leadership techniques and a positive manner from the Officers and Chairmen will help alleviate the negative. Being diplomatic and fair to each member's comments and/or concerns is key.



## Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:	Deadline:
Election of Officers, and Delegates and Alternates.	o April 30
Installation Report forwarded to Department and National Headquarters.	o June 30
Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.	o August 31
Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.	<ul> <li>Within 30 days of assuming the office of President</li> </ul>
District Dues - Based on June 30 membership of prior year. (If applicable.)	o September 30
Audit Reports Period 1/1 3/31 completed by 4/30 Period 4/1 6/30 completed by 7/31 Period 7/1 9/30 completed by 10/31 Period 10/1-12/31 completed by 1/31	o Approved Audit to Department Treasurer Period 1/1 – 3/31 due by 5/31 Period 4/1 – 6/30 due by 8/31 Period 7/1 – 9/30 due by 11/30 Period 10/1-12/31 due by 2/28
Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.	<ul> <li>See the National Program Book and your Department Program Book for deadlines.</li> </ul>
Minimum of ten members paid in order to maintain charter.	o February 1 of the current year
Hold at least ten business meetings per year.	Between July 1 and June 30



# Health Checkup for Your Auxiliary Member Questionnaire

1. Why are you a member of the VFW Auxiliary?  2. Do you volunteer for, or offer financial support to, any of the twelve (11) National Programs:  Veterans & Family Support; Americanism; Auxiliary Outreach; "Buddy"® Poppy & VFW National Home;  Extension & Revitalization; Historian & Media Relations; Hospital; Legislative; Membership; Scholarships and/or Youth Activities?				
3. If you answered "YES", to question #2, what do you do and why?				
4. If you answered "NO" to question #2, please share the reason why.				
5. Do you feel our National Programs benefit our local veterans, their families and our own members?				
YES NO (circle one)				
6. If you answered "YES", to question #5, what do you do and why?				

7. If you answered "NO" to question #5, please share the reason why.  8. Are there activities you would like to see in this Auxiliary?				
If not, what time would you like to see the meeting scheduled?				
10. Is the monthly meeting length appropriate for the business conducted?  YES NO (circle one)				
11. Do you have ideas on how to increase meeting attendance?				
12. What do you feel would bring new members into our organization?				
13. Where do you see the VFW Auxiliary ten years from now? Will you still be a part of it?				

# Sample VFW Auxiliary Meeting Agenda Auxiliary Name Date

* Please silence your cell phones * 1 rap	It has been moved and seconded that  • Discussion
Opening according to Ritual (p)	<ul> <li>In favor – "Aye"</li> <li>Opposed – "No"</li> </ul>
2. Introduction of National and/or Department Officers	and the second s
3. Reading and Referring of Applications for Membership	
4. Report of Investigating Committee	
5. Voting on Candidates	
6. Initiation (Optional)	
7. Presentation of Minutes of Previous Meeting	
(approved – will stand approved as read will stand approve	ved as corrected)
8. Reading of Official and Other Communications	
9. Treasurer's Report of Previous Meeting (any discussion – will	be filed subject to audit)
10. Presentation of bills	
11. Introduction of Guests (non-Auxiliary members)	
12. Reports of Committees, Standing and Special	
13. Unfinished business	
14. New business	
- Reminders	
- Guests to speak	
15. Report of Trustees and Action Thereon (audit report – needs a	a motion)
16. Suggestions for the good of the order	
17 Closing ceremonies (n )	

# Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President or other Representative assigned by the Department President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, Programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

Preparation		District President Duties
Prior to Official Visit	Coordinate with District President to schedule a date and time for the Official Visit. Confirm any meals and if any guests are coming.	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the VFW Auxiliary of any guests or special needs.
Being Prepared	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of VFW Auxiliary Chairmen, meeting agenda and pen/paper for notes.	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Form.
Meeting Room	Make sure that the room is set with the U.S. Flag, charter, altar cloth, Bible and chairs for the meeting.  Banner, POW/MIA flag and Patriotic flag are optional.	You will be seated to the right of the VFW Auxiliary President.
Agenda & Gavel	Have an agenda/order of business to ensure the meeting is conducted according to the Ritual.  Have the gavel present as an emblem of authority, but use it according to the Ritual and with discretion.	comments. Be brief but truthful and complimentary. Always let the membership know how important they are. Have talking points on upcoming dates, events and Programs.
Books of Secretary and Treasurer	It is the President's duty to see that the Secretary's and Treasurer's books are available for review.  Must have available a copy of the last 990 and/or any other state or local filings.  Copies of President's and Treasurer's bonds and copies of audits are to be incorporated into the Secretary's minute book.	Sign and date each set of books after reviewing: Signatures of Trustees of audited books; incorporation of Treasurers report(s) and audit(s) into minutes by the Secretary; proof of a bond for the President and Treasurer in the Secretary's minutes and/or record book.
Chairmen's Reports	If a Chairman is absent, have a report given on that Program and describe the VFW Auxiliary participation.	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. Offering a solution will lead to progress.
After the Meeting	Make sure the District President has what they need in order to complete the Official Visit report.	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.

## RED FLAGS TO WATCH FOR – How to Identify Struggling or Failing Auxiliaries

- 3) > Bond not paid
- $\psi$ ) > Failure to hold regular meetings
- 5) > Failure to have a quorum at regular meetings
- ∠) ➤ Meetings not held in accordance with the ByLaws
- 7)> Audits not submitted on time or not in proper format
- $\mathcal{E}) >$  Minutes of Auxiliary meetings not in proper format
- ? Treasurer's books not kept in a proper manner according to the ByLaws
- /o) > Treasurer's books do not tie to checkbook and/or bank statement
- Expenditures made not supported by approved motion or by Standing Rules
- /1) Dues not being paid by membership (10 must be paid by February 1<sup>st</sup>)
- /3) ➤ Friction with Post
- j∜ ➤ Conflict between Auxiliary members



# VETERANS OF FOREIGN WARS AUXILIARY Good Job Award

presented to

Thank you for an outstanding job in supporting the programs and goals of the VFW Auxiliary!

UNWAVERING SUPPORT



DATE





