

CONVENTION FUND
Jennifer Taylor, PDP, Chairman
10 Ethel Ave.
Marlborough, MA 01752
508-251-0006
vfwgg2008@verizon.net

Co-Chairman – Sheila Layton, PDP

The Convention Fund team will be offering items for sale and holding a gift raffle at each meeting and conference.

We will be having two other special events also this year. The first was the Chicken Bake, held at Whitman VFW Post 697 on July 21, 2024. This was a most successful event; thank you to all who supported us. A very special thank you to all who worked by shopping, preparing, cooking, serving and cleaning up. You are very special people. Another thank you to Whitman Post for allowing us the use of their facility at a nominal fee and to Plymouth Post 1822 for their unexpected donation to our cause. Our second special event will be the annual Pre-Convention Jamboree scheduled for Saturday, March 22, 2025, at the USS Jacob Jones VFW Post #2017 in Dedham.

In conjunction with our Department Convention, we will be holding the Special Convention Fund Raffle in June. Watch your bi-monthly mailings for complete details and ticket information on all the fundraising activities being offered.

Also, the Terri-Lynn fundraiser offering nuts and other goodies is offered year-round. Visit the website at www.massvfwauxiliary.terrilynn.com for more information on ordering.

We are thankful to all of you for your generosity when visiting our Gift Table and purchasing raffle tickets. We are looking forward to another very good year with your help.

DISTRICT PRESIDENTS' CONFERENCE

Patricia A. Folino, PDP, Chairman
250 Stewart White Road, Cheshire, MA 01225
413-652-1829 pfolino2@gmail.com

This year I will have the pleasure of working with each of the nine District Presidents as the District Presidents' Conference Chairman. Each District President will act as contact to the auxiliaries in her district for all the Department Officers and Chairmen, as well as working with each of the auxiliaries to promote the National and Department Programs during district meetings and when making their official visit to each of their auxiliaries.

Keeping the auxiliaries informed throughout the year, assisting if help is needed and making the official visit to the auxiliaries are the District President's most important duties. Mutual respect and sharing of ideas is essential and will help make your district as well as your auxiliary stronger and healthy. Attending your district meetings and keeping your District President informed is a great way to do just that.

District Presidents will have two contests this year. First will be the **VIP District Presidents** at the Mid-Winter Conference and the second will be the **District Presidents' Circle of Excellence**. District Presidents must meet National, Department, and personal goals and will be recognized at the Convention in June. District Presidents cannot achieve either goal without the assistance of every auxiliary in their district. Each contest will be judged according to the District President's personal participation and the participation of all the auxiliaries in their respective District. Remember, when a District President is recognized, it is the auxiliaries within their district that are also being acknowledged as well.

We know that Membership is a very important program for all of us. The District President who is first place in membership at the time of any department meeting will be given the first place traveling trophy. The Department Membership Chairman has chosen a rainbow colored crystal bowl in keeping with our Department President's colors. Incentive gifts from the District President's Conference are planned for encouragement throughout the year.

The District Presidents are encouraged to guide your district's auxiliaries to assure that our Department President and the Department of Massachusetts excels this year.

We look forward to working with you throughout the year as you work to boost our Department Presidents theme to "BE THE CHANGE".

Madam President, thank you for this appointment. I know it will be both challenging and enjoyable.

DISTRICT PRESIDENTS' CIRCLE OF EXCELLENCE

ALL REPORTS MUST BE POSTMARKED BY MAY 20, 2025

Please complete the year-end report form by the deadline date. All participation, auxiliary and personal, will be verified with the Department Chairmen and the Department Office.

The following point system will be used in judging of District Presidents' Circle of Excellence. Auxiliary Participation Points relate to the Auxiliary of the Year Awards Points.

Department Circle of Excellence Requirements (125 Points)

∞ Department Circle of Excellence Requirements

- ∞ Membership: 80% by September 30, 2024
95%+ by November 30, 2024
98%+ by December 31, 2024 15 Points Each
100%+ by January 31, 2025
101%+ by April 15, 2025
- ∞ District Presidents communicated at least quarterly with each auxiliary.
 - Proof of Emails, newsletters, etc. 25 Points
- ∞ Each Auxiliary in the district completed one project that benefits veterans by April 30, 2025. 25 Points

Personal / District Participation (100 points)

Attendance at: District Presidents' Conferences
Council Meetings
Program Kickoff
Hospital Workshop
Mid-Winter Conference

District Presidents' Reports (inspections, forms, etc.)

District has at least one School of Instruction at each District Meeting

District meeting minutes, attendance sheets, audits **10 Points Each**

Personal Participation/Promotional Ideas (with evidence of Year-end

Report postmarked by May 20, 2025 **20 Points**

Auxiliary Participation (125 Points)

10 Points	Convention Fund
20 Points	State Finance Projects
5 Points	Good of the Order
5 Points	Americanism
5 Points	Auxiliary Outreach
5 Points	Buddy Poppy/National Home
5 Points	Extension and Revitalization
5 Points	Historian/Media Relations
5 Points	Hospital
5 Points	Legislative
25 Points	Membership
10 Points	Scholarship
10 Points	Veterans and Family Support
5 Points	Youth Activities

AUXILIARY POINTS WILL BE PRO-RATED IF NOT 100%

Awards Program Points – The total Auxiliary Points achieved in each program,
Divided by Possible Points for the District Auxiliaries.

TOTAL POINTS - **350**

DISTRICT PRESIDENTS ACHIEVING 275 POINTS WILL BE GIVEN THE
DEPARTMENT CIRCLE OF EXCELLENCE AWARD

FINANCE

Patricia M. Wilbur, Chairperson

3 Howland Road

Assonet, MA 02702

508-344-0566

Email: neladybug1@aol.com

As we welcome a new Auxiliary year 2024-2025, I ask for your help and assistance in providing financial support for this year's programs. As we build financial success at our local Auxiliaries, we need to do the same at Department level. The objective is to all "work together" and attain our goals.

The following list is what is scheduled for our current year 2024-2025. We will have the 50-50 at each COA Meeting, the Spaghetti Dinner/Auction, and the State Convention. Our "Basket Raffles" are always unique and appreciated. Keep up the excellent work!

EVENT/RAFFLE

DRAWING

Money Raffle I

Program Kick-Off

Scratch n Win I

Hospital Workshop

Life Membership Drawing

COA

Store Gift Cards

Spaghetti Dinner/Auction

Money Calendar

COA

Scratch n Win II

Mid-Winter Conference

Money Raffle II

COA

Scratch n Win III

State Convention

Thank you for your support and assistance. Thank you for all you do for our Veterans and their families. To our State President Kelly Durkee-Erwin thank you for trusting me with this position. We will do remarkable things!

Historian & Media Relations
Lynne LeBlanc, Chairperson
1 Jonathan Lane
West Townsend, MA 01474
978-340-3613
leblancl8156@gmail.com

The Historian & Media Relations Program encompasses memory keeping and collecting the **5 W's: who-what-where-when and why** of an Auxiliary. Members involved with this program compile and chronicle memories and events in written format, photographs, memorabilia and print news/video clips. They also spread the word about our valuable National Programs and the positive impact we have in the lives of veterans, service members, their families, and the community.

Historian Duties: Recording and sharing Auxiliary news, events and programs is one of the most important aspects of this organization. By doing this we are preserving our legacy and the history of the Auxiliary. He/She/They compile and chronicle memories and events in written and digital formats.

Media Relations: For the media relations part of this role, a great place to start is MALTA Member Resources (malta.aux.org). You will need your Auxiliary member number and set up a password if not done already. There you will find valuable information such as:

- VFW Auxiliary Publicity Guide: valuable information and ideas to promote your Auxiliary
- VFW Auxiliary Elevator Speech/What we do: Copy enclosed in this packet
- Facebook Posts for Member Recruitment: Copy enclosed in this packet
- Website and social media information: from the basics to setting up a Facebook page

Today's technology makes it easier than ever to participate in this program by capturing photos of events and sharing them. Please include the **5 W's** and give the photographer credit also. Remember to get permission from the public before posting. Photo release form included in packet. Social media reaches a broader audience, especially the younger generations.

Don't forget that communication through traditional media is still important, ex: newspapers, newsletters, television and radio. A successful Auxiliary uses all forms of media to promote and educate others about our programs, scholarships, and our service to veterans, their families, our youth and our communities. I have included ideas for Facebook posts for member recruitment in this packet also.

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

Facebook Posts for Member Recruitment

Post #1:

If you're not a member of our organization and are a relative of someone who served overseas in a location of foreign conflict, we invite you to join us as we work to improve the lives of veterans, service members, their families and our communities. Join us and honor your veteran and those who protect and serve. Click here to join now or learn more! www.vfwauxiliary.org

Post #2:

Help veterans and service members in our community! If you are a relative of someone who served in a location of foreign conflict, we invite you to join us and honor your veteran and those who protect and serve. Click here to join now or learn more! www.vfwauxiliary.org

Post #3:

You may know I am a member of the VFW Auxiliary, but do you know what our great organization does to help veterans in our community? We visit veterans in VA hospitals, nursing homes and veterans homes. We lay wreaths on the graves of America's heroes on Memorial Day and Veterans Day. We visit schools and educate our town's youth about patriotism and the American Flag. And, we offer scholarships! These are just some of the ways the VFW Auxiliary is active in our local community. If you're a relative of a veteran who served in a location of foreign conflict and are interested in joining me in any of these activities, contact me and I'll be happy to speak with you about my involvement in the VFW Auxiliary. You may also visit the national website at www.vfwauxiliary.org.

Post #4:

The VFW Auxiliary wants YOU to join us as we serve the veterans of this country and our communities in honor of the sacrifices and commitment of every man and woman who has served in uniform. If you're the relative of someone who served in a location of foreign conflict, we invite you to learn more about what we do and how we help veterans, service members, their families and our communities. Click here to find out more about the VFW Auxiliary today! www.vfwauxiliary.org

Post #5:

The VFW Auxiliary is one of the nation's oldest veterans' service organizations and our members are the relatives of those who served in a location of foreign conflict. We have nearly 470,000 members representing all 50 states who volunteer millions of hours and give millions of dollars to support veterans, military service personnel and their families.

We are a voice for veterans on Capitol Hill and are instrumental in assisting the VFW pass or block legislation that impacts veterans and their families. We are one of the top 10 providers of volunteer hours in the VA medical system. Every year, members fundraise millions of dollars for charitable projects that benefit veterans and their families. We also provide hundreds of thousands of dollars in scholarships for our nation's youth. With more than 3,600 Auxiliaries, there is likely one in your area working to improve the lives of America's uncommon heroes. Learn more at www.vfwauxiliary.org.

Photo Release Form

Veterans of Foreign Wars Auxiliary National Organization
&/or Veterans of Foreign Wars Auxiliary # _____ (fill in number)



Release for Youth:

I, _____, hereby authorize the use of my child's photograph for publication by VFW Auxiliary # _____ and/or VFW Auxiliary National Organization, including, but not limited to, social media sites, website, brochures, newsletters, e-newsletters, *VFW Auxiliary Magazine* and videos. Release must be signed by parent and VFW Auxiliary representative.

Please Note: National Auxiliary policy dictates that we do not share last names for students under school-aged or in grades K-8; the full names of students who are under 18 but in high school or college will be posted (if provided) unless otherwise specified.

Name of Child

Signature of Parent or Guardian

Date

Release for Adult:

I, _____, hereby authorize the use of my photograph for publication by VFW Auxiliary # _____ and/or VFW Auxiliary National Organization, including, but not limited to, social media sites, website, brochures, newsletters, e-newsletters, *VFW Auxiliary Magazine* and videos. Release must be signed by subject and VFW Auxiliary representative.

Signature

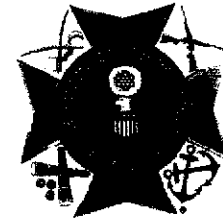
Date

VFW Auxiliary Representative

Date

VFW Auxiliary Elevator Speech

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

An “elevator speech” is a brief description of what an organization (or person or business) does. A good elevator speech should grab someone’s attention and last no longer than a brief elevator ride – 30 to 60 seconds – therefore, the name “elevator speech.”

An “elevator speech” also provides consistent messaging about the organization. It can be challenging to provide information about an organization when you’re in everyday conversation with someone, but that’s often the best time to “sell” the organization.

We encourage you to practice the VFW Auxiliary Elevator Speech below and become comfortable saying it to members of the media, the general public and potential members when someone asks you what our great organization does.

VFW Auxiliary Elevator Speech

The VFW Auxiliary is one of the nation’s oldest veterans’ service organizations and our members are the relatives of those who served in a location of foreign conflict. We have more than 470,000 members nationwide who volunteer millions of hours and fundraise millions of dollars for charitable projects that benefit veterans, military service personnel, and their families.

Through our National Programs, we assist the VFW pass or block legislation that impacts veterans and their families, provide nearly a million volunteer hours in the VA medical system, conduct patriotic programs with thousands of students and offer hundreds of thousands of dollars in scholarships for our nation’s youth. With more than 3,600 Auxiliaries, there is likely one in your area working to improve the lives of America’s uncommon heroes.

HISTORIAN & MEDIA RELATIONS PROGRAM AWARDS

Awards for Auxiliaries

1. Most outstanding promotion of VFW Auxiliary Programs to the community through social media sources.
 - Citation and \$25 to one VFW Auxiliary in each of the 10 Program Divisions with the most outstanding promotion of the VFW Auxiliary Programs to the community through social media sources.

Entry form required and available in MALTA Member Resources. VFW Auxiliaries must send the required entry form to their Department Historian & Media Relations Chairman by March 31, 2025 for judging. The Department Historian & Media Relations Chairman must sign and send a copy of the completed Department-winning entry form to the National Historian & Media Relations Ambassador by April 30, 2025 for judging.

Citations will be mailed directly to the winning VFW Auxiliaries from National Headquarters and money will be deposited into the winning VFW Auxiliary account after the 2025 VFW Auxiliary National Convention.

Awards for Departments and Department Chairmen

1. \$25 VFW Store gift certificate to one Department Historian & Media Relations Chairman in each of the 10 Program Divisions for the best training/education on the use of social media sources to promote VFW Auxiliary Programs.
2. The Outstanding Performance Award and Second-Place Outstanding Performance Award will be awarded in each of the 10 Program Divisions based on the criteria listed on Page 5 and for the promotion of the Program goals listed at the top of Page 28.

Winners will be announced and awards presented at the 2025 VFW Auxiliary National Convention in Columbus, Ohio.

VETERANS OF FOREIGN WARS AUXILIARY

Brochure Order Form

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

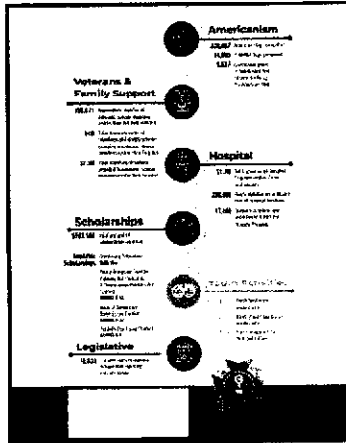
VFW Auxiliary National Headquarters is pleased to offer the following brochures to our members at no charge. **Please allow two weeks for delivery.**

Fillable/printable copies are also available in MALTA/Member Resources: Historian & Media Relations, Membership and Scholarships.

**Membership Brochure
(includes application)**



Fact Sheet



**Patriotic Art &
3-Dimensional Art Brochure**



Please indicate the quantity requested below. Order quantity is not to exceed 50 copies of each.*
*Please contact National Headquarters should you need larger quantities for a recruiting event.

Brochure

Quantity

Auxiliary Membership Brochure (includes application)

Auxiliary Fact Sheet

Young American Creative Patriotic Art Brochure & 3-Dimensional (2 sided)

MAIL BROCHURES TO:			
First and Last Name _____			
Address _____			
City _____	State _____	ZIP _____	
Daytime Phone (____) _____		Email _____	
Auxiliary Number _____		Member Number _____	

Submit order forms to:

VFW Auxiliary, Attn: Brochure Orders, 406 W. 34th St., 10th Floor, Kansas City, MO 64111 or email to info@vfwauxiliary.org with "Brochure Order" in the subject line.

Note: VFW program brochures (including "Buddy® Poppy", Teacher of the Year, Patriot's Pen and Voice of Democracy) can be ordered from the VFW Store at www.vfwstore.org or by calling 1.833.VFW.VETS.

HOSPITAL
Mary Williams, Chairman
20 John E. Smith Drive
978-851-6064
maryw49@gmail.com

This year's hospital program contains seven (7) goals to be met by Auxiliaries to earn a total of 18 points:

- | | |
|---|----------|
| 1. Member(s) attendance at the Hospital Workshop | 3 Points |
| 2. Make a donation to the Department Hospital Fund (Hosp. Pledge) | 2 Points |
| 3. Donation of \$50 or more to the 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 2 reports by deadline dates (1 Point each period) | 2 Points |

A monetary prize will be awarded for 1st and 2nd place at the State Convention in June.

We have started our new year with several changes scheduled to take place. Our Hospital Workshop will be held October 5th at Medway VFW Post. I have received wish lists of the items needed by the five main facilities. I have one copy for each District President (or her/his representative). Please make copies for others in your District or they can call or email me and I will get them a copy.

This year, we will try a new system for accepting donations. It has become very difficult for the VAVS or the facility representative to collect all the items left at the workshop and deliver them to their facility. So, we are asking that your District or Auxiliary bring the donations directly to the facility of your choice. Then, send me detailed lists of your donations, the names of the Auxiliaries making the donations and the name of the facility they were donated to so that all can be given credit.

Donations of only NEW clothing will be accepted. All items must be new and in original packaging. The Bedford VA Hospital will not accept travel/hotel-sized toiletries. They do not want the items wrapped or in bags. Please do NOT attach Poppies to the gifts.

The National Hospital Ambassador, Paulette McCord, will have a program for the 2024-2025 year where she will award a cash prize of \$25.00 to the "Auxiliary who shows the most creative ways to interact with and provide happiness to Veteran patients." Applications for this program can be found in the National Program Awards Form booklet found in the Program Kickoff packet or in MALTA and must be completed by 3/1/25 so they can be sent to National by 3/31/25.

Thank you all for helping our Veterans every day. Their lives are made better just by knowing you care.

Bedford VA Wishes

Full sized 3-1 Body wash
Full size toothpaste
Full size bar soap
Soap containers (to hold bar soap)
Deodorant (stick)
Denture cleaner
Denture adhesive
Denture brushes
Chapstick
Full sized Hand cream
Men's electric facial razors
Men's boxers or boxer briefs
(Sizes: Med, Lg, XL, 2XL)
Women's underwear
(Sizes: small, med, Lg, XL)
Men's sweatpants
(Sizes: Med, Lg, XL)
Men's sweatshirts
(Sizes Med, Lg, XL)
Men's white t-shirts
(Sizes: Med, Lg, XL, 2XL)
Backpacks / duffle bags
Earbuds (dollar tree) nothing fancy
Individually wrapped snacks

Do not want:

Mouthwash
Used items
Hotel/travel sized items
Throws/lap blanket

No wrapped gifts

No bagged gifts

No poppies attached to items

Chelsea Soldier's Home

Sweat pants and hooded sweatshirts,L,XL,XXL
and XXXL
T shirts(white), underwear(boxers or briefs) L ,
XL XXL XXXL
White socks
Flip flops or shower sandals
Baseball caps for fall
Deodorant-solids
Liquid body wash and bar soap
Razors
Puzzle books-large print
Books
CDs

No used clothing

Full sized toiletries

BOSTON VA HEALTHCARE HOSPITALS

Brockton

Sweat pants – size S to 4XL
Hoodies – size S to 4 XL
Men's boxers and briefs – 2XL to 4XL
K-cups – Regular and Decaf
Toothpaste and tooth brushes – must have original seal and be ADA approved
Mouthwash – alcohol free only
Shampoo/Conditioner – Xlarge size only
Body wash –X large size only
Deodorant – alcohol free only

Jamaica Plain

Reading glasses
K cups – coffee/tea/cocoa
Tea bags
Individually wrapped snack foods
Non-Dairy coffee creamers
Bottled water and fruit juices
NEW clothing (in season) for men and women
Hand/feet warmers
Tickets to sports-cultural and Museum events

West Roxbury

Grocery store gift cards
Individually wrapped snacks – regular and SUGAR FREE
Non Dairy creamer
Single serve sweeteners
Water – 8 oz only
Men's underwear -sizes L to 2XL
Sweatshirts – sizes M to 3 XL
Hoodies – size M to 3 XL
Backscratchers
Small USA flags
Tickets – sporting and cultural
Supercuts gift cards
Toothpaste/toothbrushes – ADA stamped with original seal in place
Deodorant (antiperspirant only) and alcohol free

LEGISLATIVE
Mary Dobbins, Chairman
86 Westward Drive
Whitman, MA 02382
bellamom21@aol.com
781-974-3037

I am Mary Dobbins, Legislative Chairman for Massachusetts 2024-2025.

This year, our Department President, Kelly Durkee-Erwin, has chosen “Be the Change” for her motto. They say, “One person cannot make a difference.” Yet, if many of us reach out to our Legislators and give them our views in support of our Veterans and families – we will BE THE CHANGE. We can make a difference in the way our legislators vote!

A great way to do this (and quite an easy way) is to sign up for the VFW Action Corps Weekly email. The VFW Action Corps is free and open to all patriotic Americans who care about the military and veterans' communities. Our veterans have served our country; let us, in this way, support our veterans in receiving what they rightly deserve. The VFW is the voice that represents veterans everywhere and defends their rights and benefits. Encourage your members to sign up for the Action Corps. Make sure to report how many have done so when reports are due.

The laws that pass, such as the Pact Act in 2022, support all veterans—past, present and future. In signing up and following the link to Legislators, we are helping to support those that are serving now and in the future. To sign up go to www.vfwauxma.org. Under programs tab, scroll down to Legislative. Scroll down and you will see a link to click on for the weekly email updates.

I have VFW Priority Goals pamphlets to pass out. Anyone is welcome to call or email me with any questions or for assistance. I also have step-by-step instructions for those that are not familiar with computers and email. If anyone wants help, please let me know.

Thank you and God Bless America!

VFW Auxiliary Legislative Program

A Guide to Contacting Your Legislators

From Kathy Voss, 2018-2019 National Legislative Ambassador



As a North Carolina legislative staffer, I have learned a few things about citizen lobbying. Keep the following tips in mind when communicating with your senator or representative.

FINDING YOUR LEGISLATOR

- **Where to look up your Senator or Representative:** Go on the internet and type in the following address: <https://www.usa.gov/elected-officials>. Once you find your representative and/or senator, write down the physical address of their district office (which will be in your state), the email address, telephone number and fax (if you wish) of the district office and the Washington, D.C. office. Use this contact information to communicate with your legislators. Be sure to check this site after each election. Even if the legislator is reelected, the office address may have changed.

VISITING YOUR LEGISLATOR

- **Make an appointment:** Legislative offices are extremely busy with many demands for appointments and often chaotic committee meeting schedules, along with sessions where legislation is debated and voted upon. If a staffer is unable to schedule a meeting with the legislator personally, ask to meet with a policy staff member or legislative assistant who will relay your issue and/or concern. If you are able to schedule a meeting with the legislator personally, keep in mind that all such meetings are typically tentative and subject to cancellation should a meeting or session be called that requires the legislator's attendance. Should this happen to you, keep your composure and ask to meet with an available staffer.
- **Be on time and dress appropriately:** Time is a valuable commodity in a legislative office. Please be sure to arrive on time, or even a few minutes early, for your appointment. This will allow you to have the best opportunity to meet for the maximum amount of time. There is no need for professional or Sunday best dress, however business casual attire will show respect for the office and make a positive impression on behalf of the VFW Auxiliary organization.
- **Be respectful to staff:** Staffers often make the decisions as to whom the legislator will meet. Make a friend of the "gatekeeper" and your experience, regardless of whom you may meet, will be much more positive. Never belittle the legislator to their staff!
- **Be prepared:** Make your presentation brief and be as clear and concise as possible. Write down talking points, including specific details you would like to relay, and provide them along with any materials to the legislator or his/her staff after the meeting.
- **Focus on the issue:** Keep your comments focused and specific. These meetings are likely to be brief, so follow your talking points. Should you forget to mention something or follow up is needed, send an email or letter after the meeting.
- **Send a thank-you note:** Thank the legislator and his/her staff for arranging and taking the time to meet with you to discuss your concerns. This goes a long way in reinforcing a positive impression of you and our organization with the legislator and his/her staff! Do this as soon as possible after your meeting.

WRITING OR CALLING YOUR LEGISLATOR

- **Be respectful:** Thank the legislator for serving and ask for their help in addressing your concern. Be mindful that often you will not be able to speak to the legislator when calling their office, instead you will be speaking with a staff member who will relay your issue and/or concern.
- **Email is effective:** Email has increased public understanding of what happens in Washington D.C., made members of Congress more responsive to their constituents, and influences the decisions of members of Congress.
- **Personalize your messages:** Staffers pay more attention to personalized messages that don't look like they have been cut and pasted from a letter. It's best to include one or two sentences in a message about yourself, the neighborhood you live in, and the types of organizations, associations, etc., you belong to in the community.
- **Focus on one issue:** Keep your phone calls, letters or emails short and focused on one issue. Personal stories of how you or those you know are affected by government policies add to the effectiveness of your communications. Messages that attempt to persuade, rather than demand, are more likely to be heard. Never belittle the legislator you are addressing!
- **Be specific:** Communications that request a specific action (including a bill number, if available) often have more impact than those that express only a generalized concern. Asking your senators and representatives to "support our veterans" is not as effective as writing to say "Don't vote for the new sequestering legislation, as it will limit access to services for our veterans."

PLANNING AND EXECUTING A PETITION

- **Be accurate and brief:** Thank the legislator for serving and ask for their help in addressing your concern. Be sure to include the bill number and a brief description of the bill or a brief summary of your issue.
- **Identify yourself:** Be certain to identify the organization as the organizer of the petition, especially if you are asking non-members to sign on.
- **Get the right information:** Place all of your descriptive and identifying information at the top of the page and below place three lines across on each row. The first line is for the person to sign their name, second line is for them to print their name and the third line is for their ZIP code.
- **Before you send it:** Gather all of the pages together and make as many copies as you wish to send, keeping one copy for your file. Staple or secure with a binder clip and place in a large envelope that has been addressed appropriately.
- **The Post Office:** Make sure you have adequate postage by asking the postal clerk to weigh the packet for you. This will ensure proper delivery to the intended recipient.

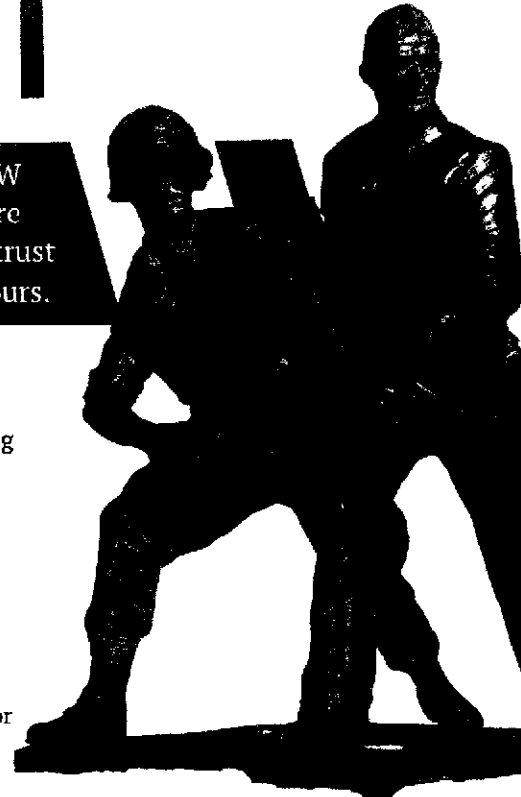
Legislators want to hear from their constituents. By presenting thoughtful, focused communications you can gain credibility with the member and his/her office staff, which improves your lobbying outcome.

The most important part of communicating with your legislator is to "Just do it!" The VFW and VFW Auxiliary have an incredibly strong presence nationwide as a veterans' service organization and every letter, email, phone call, fax, visit or petition strengthens our voice as we continually fight for services and benefits for our veterans.



FACT SHEET

As the nation's oldest major war veterans' organization, the VFW has an impeccable and longstanding record of service and stewardship. More than 4.4 million patriotic Americans, both members and non-members, entrust the VFW with financial contributions and dedicate millions of volunteer hours.



THE VFW'S VITAL SUPPORT PROGRAMS

Educate separating service members about their well-earned VA benefits through private benefits counseling sessions with a VFW Accredited Service Officer.

Advocate for America's veterans and their families on Capitol Hill, ensuring *promises made* to veterans are *promises kept*.

Help cover rent, utilities or groceries for a military family struggling with the hardships of war.

Deliver morale-boosting "welcome home" celebrations for service members who have returned from combat.

2,300+

Number of VA-accredited VFW representatives across America and abroad, helping veterans fight for the VA benefits they have earned.

152,883

Number of service members and their family members hosted at VFW Military Assistance Program (MAP) events.

\$13 billion

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits in fiscal year 2023.

\$1.6 million+

Amount of academic scholarships awarded to 357 veterans and service members.

19

Number of times the VFW has testified to Congress in the last 12 months alone. The VFW has been instrumental in virtually every major legislative victory for veterans in the 20th and 21st centuries.

\$3 million+

Amount of scholarships, monetary awards and other incentives the VFW distributes annually to middle and high school students through two major patriotic essay competitions.

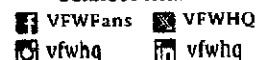
\$589,007

Value of financial assistance awarded to military families to help cover basic needs in times of crisis. 61% of the funds covered basic housing needs in fiscal year 2023.



JOIN THE VFW

Connect With Us



Updated December 2023

Learn more about the VFW's programs and services at www.vfw.org

About the VFW

We trace our roots back to 1899 when veterans of the Spanish-American War (1898) and the Philippine Insurrection (1899-1902) founded local organizations to secure rights and benefits for their service. Many arrived home wounded or sick. There was no medical care or veterans' pension for them, and they were left to care for themselves. In their misery, some of these veterans banded together and formed organizations that would eventually band together and become known as the Veterans of Foreign Wars of the United States.

Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans.

Our Vision: Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.



The VFW by the numbers

1.4 million+

Number of VFW and VFW Auxiliary members.

5,667

Number of VFW Posts worldwide.



1899

Year the VFW started to fight for veterans, service members and their families.



Inspiring patriotism in young people

26,250+

Number of high school students who competed in the 2022-23 VFW Voice of Democracy competition.

66,800+

Number of students who competed in the 2022-23 VFW Patriot's Pen competition.



Helping struggling military families

488

Number of grants provided to military families facing financial hardship through **VFW Unmet Needs**.

\$356,512

Amount of grants provided through **VFW Unmet Needs** covering housing for struggling military families.

253

Number of military families who received assistance with housing needs.



Cutting red tape

130,000

Approximate number of veterans the VFW assisted in submitting new VA claims in fiscal year 2023.

Nearly 14,400

Number of VA claims filed by the VFW's Pre-Discharge offices in fiscal year 2023 resulting in more than \$82 million in disability compensation.

20+

Number of VFW Pre-Discharge offices across the nation, including the military district of Washington, D.C., area.



Improving life in America

5 million

Number of volunteer hours contributed by VFW members annually.

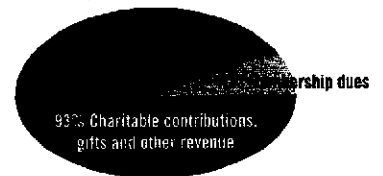
\$45 million

Amount donated annually to local community service projects by VFW members.

The VFW Relies on Donations

The VFW is a 501(c), and programs are made possible through membership dues and tax-deductible donations from good-hearted Americans.

**Cost of VFW Program Services:
\$61.5 Million**



Source: VFW 2023 Annual Report

Updated December 2023



SUPPORT THE VFW

Learn more about the VFW at www.vfw.org

MEMBERSHIP

Paul J. La Porte, Chairman
283 Vernon Street
Bridgewater, MA 02324
774-273-1910
plp1063@gmail.com

Hello, welcome to the 2024-2025 membership program. Our previous chairman, Michelle, did a formidable job in her 2 years. Let us keep the momentum going forward. The deadlines for our 2024-2025 year are as follows:

Deadlines

80%+ by September 30, 2024
95%+ by November 30, 2024
98%+ by December 31, 2024
100%+ by January 31, 2025
101%+ by April 15, 2025

Goals to be attained:

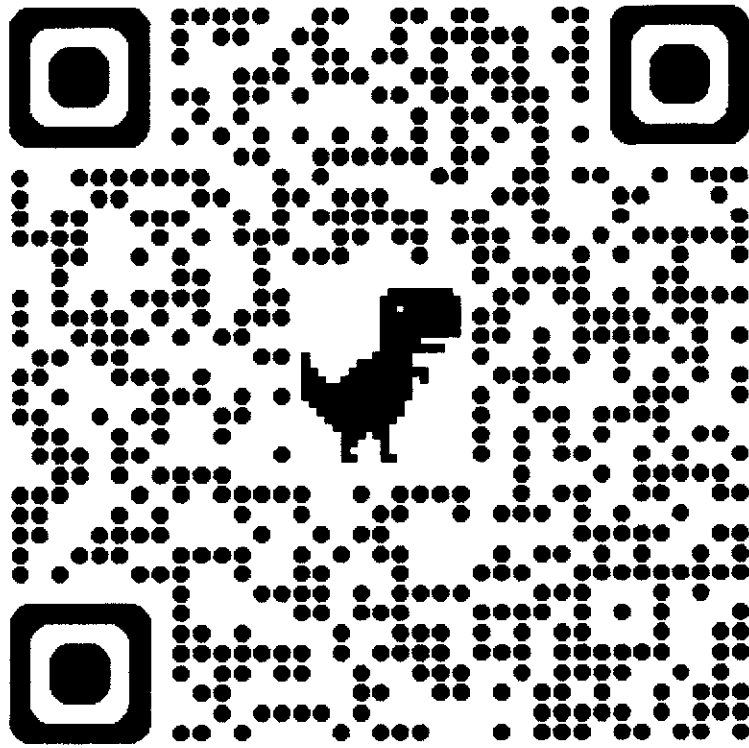
Please remember to do the following: Utilize Membership material/resources in MALTA Member Resources. Promote, participate in or host activities on Auxiliary education and recruitment or educate members on National Membership Program Awards. Participate in recruiting events on any level. Recruit at least one new member.

Update:

At the recent Department Convention, a monetary resolution was passed. The department dues will increase from \$10 to \$12 effective October 1, 2024. From that day on, all dues processed by MALTA will be for \$22 per person (\$10 for National and \$12 for Department.)

Please let me know if you are holding any events. I will try to attend and set up membership tables. Please let me know if you need help setting up a membership drive. I am excited to help you.

Please see the new VFW Auxiliary membership QR code. It is included on the next page of this Kickoff book. The QR code directs you to the National VFW Auxiliary website to the VFW Auxiliary Overview. This page gives an overview of the VFW Auxiliary and provides links to the following: Fact sheet, membership application and membership brochure. Please ensure you have this QR code displayed at any of your auxiliary, district or recruiting events.



VFW AUXILIARY MEMBERSHIP / MEMBER TRANSFER APPLICATION

An incomplete application could delay your membership start date.

Applicant completes sections A, B, C or D and F. Auxiliaries/Departments complete section E.

A Recruited/Recommended by: _____ Recruiter Member ID _____
 Auxiliary No. _____ City _____ State _____ Member ID (if already a member) _____
 Annual Membership Rejoin
 Life Membership Transfer
 Member at Large in Department of _____ Member at Large - VFW Auxiliary National Headquarters
(If not a transfer, skip to B.)
LIFE MEMBER TRANSFER Previous Auxiliary _____
ANNUAL TRANSFER Previous Auxiliary _____ Paying _____ Nonpaying _____
ANNUAL TRANSFER CONVERTING TO LIFE (Fill out Life Membership information below.) Previous Auxiliary _____

B THESE FIELDS REQUIRED
 Name _____ Date of Birth _____
 Address _____ Female _____ Male _____
 City _____ State _____ ZIP _____ Phone _____ Email _____

C **POST-AFFILIATED** (*Must be a current member of the VFW Post affiliated with the Auxiliary to which you are applying.)
 Relationship _____ to Eligible Veteran* _____ VFW Membership ID _____

D **NON-AFFILIATED** (*Veteran is not a current member of the VFW Post affiliated with the Auxiliary to which you are applying.)
 Relationship _____ to Eligible Veteran* _____ VFW Post (if applicable) _____
 Name of campaign ribbons or medals: _____
 Dates of Service: _____ to _____ Location: _____

E Investigating Committee Signatures
 1 2 3
 Per Section 102 of the National Bylaws. Rejected Accepted Meeting Date Obligated Date

F OBLIGATION In the presence of Almighty God and the members of this organization here assembled, I do of my own free will and accord, solemnly promise that I will never wrong or defraud this organization nor a member thereof nor permit either to be wronged if in my power to prevent it. I will never propose for membership any person not eligible, according to our Bylaws. I further state that I believe in God. I will be faithful to the United States of America, obedient to the laws and loyal to the Flag. Should my membership with this organization cease in any way, I will consider this obligation as binding outside of the organization as though I had remained a member. I do so promise. I attest that I am at least 18 years of age. I pledge to comply with the National Bylaws of the Veterans of Foreign Wars of the United States Auxiliary. I attest I am not eligible for membership in the VFW. I further attest that the above is true and correct to the best of my knowledge, including my stated relationship to the Veteran.

Signature _____ Date _____
(Must be signed by all members.)

LIFE MEMBERSHIP ONLY Check here if this is a gift.
 Credit cards may **NOT** be used for initial payment of Annual Dues.
 Cash Check Visa MasterCard Discover AMEX Life Membership Fee _____
 Name on credit card _____
 Billing address for card _____
 City _____ State _____ ZIP _____
 Credit Card No. _____ CVV Code _____
 Exp. Date _____ Date _____ Signature _____

LIFE MEMBERSHIP FEES
Life Membership fees are not refundable.
 Attained age at 12/31 of year applying for Life Membership.

Through 20	\$253
21-25	\$242
26-30	\$230
31-35	\$219
36-40	\$213
41-45	\$201
46-50	\$196
51-55	\$184
56-60	\$173
61-65	\$161
66-70	\$150
71-75	\$132
76-80	\$109
81-85	\$86
86-90	\$69
91 and over	\$58

By signing this, I agree to the stated charges for a Life Membership fee.

VFW Auxiliary Acronyms and Common Terminology

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

ACH (Automated Clearing House) – Electronic funds-transfer system that enables electronic transfers of money in the United States. The ACH network acts as a financial hub and helps people and organizations move money from one bank account to another. ACH transactions consist of direct deposits and direct payments, including business to business transactions, government transactions and consumer transactions. (source: Investopedia.com)

Ambassador – The National Ambassadors are appointed annually by the National President. The Ambassadors communicate and promote National Program goals to Department (state) Chairmen and the membership at large.

Attention – Physical position of standing with hands at side, head up with eyes looking straight ahead.

Auxiliary – The local unit of the VFW Auxiliary organization; also, the shortened term for all levels of the organization.

Booklet of Instructions – Yellow pages within the Podium Edition: Bylaws and Ritual; a manual of internal policy and procedures for the Auxiliary (all levels).

Bylaws – The Auxiliary's rules and procedures. The Bylaws include the purpose of the Auxiliary, membership criteria, how Delegates are elected, the duties of Officers at all levels of the Organization, information on the Organizational image and the discipline of members, among other topics. Available for purchase from the VFW Store. The eBook may be purchased online at Amazon.com and BarnesandNoble.com.

COE (Circle of Excellence) – A premier group of Department Presidents who have proven their leadership. The program replaced the former Outstanding Department President awards and gives every Department President the opportunity to achieve National recognition for their hard work. When a Department President achieves the Circle of Excellence, they remain in the Circle forever.

COA – Department Level (Council of Administration – Department Level) – The Council of Administration approves the Department budget and the audit of the Auditing Committee, proposes and approves expenditures outside Department Standing Rules, Budget and Bylaws, and represents, in all matters, the Department Convention in the interval between its sessions.

The Council of Administration of a Department consists of the Department President, Senior-Vice President, Junior Vice-President, Treasurer, Secretary, Chaplain, Conductor/Conductress, Guard, Chief of Staff, District Presidents and the four immediate Past Department Presidents.

County Council – When five (5) or more Auxiliaries have been organized in a geographic county, the Department Council of Administration may approve and supervise the organization of a County Council. There are only a half dozen or so nationally.

Delegate – An Auxiliary member elected annually by fellow members to represent their Auxiliary at the District, Department or National Conventions.

Department – The VFW Auxiliary National Organization is organized into 51 Departments, with one representing each of the 50 states and the District of Columbia. The Department is the liaison between National Headquarters and Auxiliaries, County Councils and Districts and relays information to all levels.

District – Geographic area within a Department. Districts are liaisons between Auxiliaries and Departments and relay information to both.

EIN (Employer Identification Number) – A nine-digit number assigned by the IRS used to identify the tax accounts of employers and certain others who have no employees. An EIN is needed to open a checking account in the name of the Auxiliary.

EFT (Electronic Funds Transfer) – A transaction that takes place over a computerized network, either among accounts at the same bank or to different accounts at separate financial institutions. EFTs include direct-debit transactions, wire transfers, direct deposits, ATM withdrawals and online bill pay services. Transactions are processed through the Automated Clearing House (ACH) network, the secure transfer system of the Federal Reserve that connects all U.S. banks, credit unions and other financial institutions. (source: investinganswers.com)

Floor Work – Ritualistic movements performed on the floor during a traditional Auxiliary meeting at all levels. Floor work is not done during a roundtable or contemporary meeting.

Health & Happiness (H&H) Fund – The Health & Happiness fund supports families living at the VFW National Home for Children as well as those facilities built by the VFW Auxiliary.

Salute

Heart Salute – When salute is used, Auxiliary members who are not veterans shall rise, face the Flag and salute the Flag by placing the palm of the right hand over the heart.

Military Salute (veterans) – When salute is used, Auxiliary members who are veterans shall rise, face the Flag and salute the Flag by raising the right hand, keeping the fingers together, until the tip of the forefinger touches the outside edge of the right eyebrow.

Inspection – Official visit by a District President/Inspecting Officer/Department President to an Auxiliary. The District President/Inspecting Officer is to ensure that the Office of the President is bonded, the installation report has been submitted to Department and National Headquarters, and is to review and sign both the books of the Secretary and Treasurer, among other duties.

NCRT (National Certified Recruiter Trainer) – The National Certified Recruiter Trainer is a position appointed by National Headquarters. NCRTs train others on how to successfully recruit new members. Think of it as a “train the trainer” approach.

NCRT (National Certified Recruiter Trainer) Program – The National Certified Recruiter Trainer program’s mission is to positively promote the VFW Auxiliary by teaching members how to successfully recruit new members, so that the VFW Auxiliary can increase its membership and continue to serve veterans for years to come.

National District Council – The National District Council is comprised of Auxiliary members that are elected by the Department(s) (state(s)) they represent and serve a single two-year term. The 28-member Council is the ruling body between National Conventions and the Council members are the voice of the members from the Department(s) they represent. The Council functions similarly to a board of directors or a board of trustees.

Parade Rest – The physical position of moving the left foot slightly to the side while bringing the arms to the small of the back. The left thumb is placed in the palm of the right hand. The head is bowed slightly during the prayer.

Patriotic Art – The VFW Auxiliary's Young American Creative Patriotic Art Contest for students in grades 9-12.

PDP – Past Department (state) President; one who has served the Organization as Department (state) President.

Per Diem – A daily allowance for expenses; a specific amount of money the Auxiliary gives an individual to cover expenses when traveling for Auxiliary business.

PNP – Past National President; one who has served the Organization as National President.

PP or Pat's Pen – The VFW's Patriot's Pen youth essay contest for students in grades 6-8.

Program – Outline of resources designed to bring needed services, information and assistance to veterans, active-duty military and their families, and our communities. The National Organization has eight (8) programs: Americanism; Chief of Staff/Extension; Hospital; Legislative; Membership; Scholarships; Veterans & Family Support; and Youth Activities.

Project – A task or event within a Program.

PSA (Public Service Announcement) – A message broadcast or published by the media at no charge. PSAs must include information that raises social or community awareness of a topic or event; it doesn't just promote the Auxiliary's image in the community. Many PSAs are about health, safety and scholarship issues.

Ritual – Activities unique to the Auxiliary, including how meetings are conducted, officer installations and special ceremonies, including the member initiation and memorial service.

SOI (School of Instruction) – A training event put on by a Department near the start of each program year.

VAVS (Veterans Affairs Voluntary Service) – The VFW Auxiliary participates in the government-run program Veterans Affairs Voluntary Service. Along with the VFW, the VFW Auxiliary is a charter member of this VHA program, which began in 1946. The Veterans Affairs Voluntary Service (VAVS) operates one of the largest volunteer programs in the Federal Government, supplementing staff and resources in all areas of patient care and support. The VFW Auxiliary has been a part of this program since its inception in 1946. The mission of the VAVS is to provide a structured volunteer program under the management of the Department of Veterans Affairs (VA) compensated employees in cooperation with community resources to serve veterans and their families with dignity and compassion.

VOD – The VFW's Voice of Democracy audio-essay scholarship program for students in grades 9-12.

UNWAVERING SUPPORT



FOR UNCOMMON HEROES

VFW Auxiliary

UNWAVERING SUPPORT FOR UNCOMMON HEROES

Members of the VFW Auxiliary are the relatives of those who have served in overseas combat.

For more than 100 years, we have been serving veterans, the military, their families and our communities in honor of the sacrifices and commitment of every man and woman who has served in uniform.

Personal Benefits

Veteran & Military Support – Anyone with a heart for veterans can count their membership as an important way to stand with veterans and the military community on Capitol Hill and in local legislative battles affecting them.

Networking – Through local and national events, members have the chance to meet people from all walks of life and many career backgrounds, creating a vast network of people who are passionate about veterans, active-duty military and their families.

Friendships – The camaraderie gained from serving together for a cause that is close to everyone's heart leads to lifelong friendships and a strong network of support.

Personal Fulfillment – Longtime volunteers will be the first to tout the benefits of serving others and the sense of personal fulfillment it brings. The organization offers multiple avenues for service, such as hospital volunteering and the adoption of military units.

Personal Growth & Development – We offer multiple ways for members to acquire skills, such as leadership, fundraising, event planning and community outreach.

Cancer Grants – After one year of continuous membership, members who are battling cancer may be eligible for a grant to help cover expenses.

Service Benefits

VFW National Veterans Service – A network of highly-trained professionals are available to identify the benefits you may be eligible for and assist you in filing a claim. These services are available at no cost to veterans and their dependents.

VFW Auxiliary Digital Magazine – Published 6 times a year, this magazine will keep you informed about what members are doing nationwide, as well as exciting events and national programs.

Insurance Benefits – The VFW Auxiliary sponsors discounted policies for life, health, accident, long-term care and dental, along with many other benefit plans.

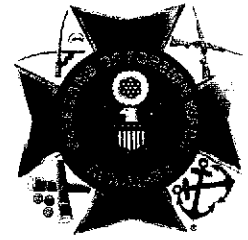
Discount Shopping – Get access to discounts on products and services that are important to you – including local offers!

VFW Store – A wide variety of VFW Auxiliary and other patriotic products are available at www.vfwstore.org.

Financial Services – Credit cards and certain financial services are available through USAA by calling 1-866-575-2859.



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Recruitment Booth Pointers

What to Say

Practice what you'd say if someone came up to you and asked you what the VFW Auxiliary was about. An example is listed below.

You: "Hi, how are you today?"

Potential Member: "Good, thanks. What is the VFW Auxiliary/What does your organization do?"

You: "Have you heard of the Veterans of Foreign Wars – also known as the VFW?"

Potential Member: "Yes."

You: "We are the Auxiliary to the VFW; we support them in their efforts to assist veterans, active-duty military and their families.

Potential Member: "Wow. That's great!"

You: "We're active locally and nationally with nearly 4,000 Auxiliaries helping America's heroes in communities just like ours. (Hand them a flier at this point and say, "Some of the ways we offer support are"):

- By being a voice for veterans, locally and on Capitol Hill; we are instrumental in assisting the VFW pass or block legislation that impacts veterans and their families.
- Assembling and mailing care packages to active-duty troops.
- Holding send-off and welcome-home events for troops.
- Spreading the word about PTSD and military/veteran suicide awareness.
- Participating in Stand-Downs and assisting homeless veterans.
- Visiting veterans in VA Hospitals, Nursing Homes and Veterans Homes.
- Offering youth scholarships and educating youth about the American Flag.
- Spreading patriotism and educating our communities about America's patriotic holidays.
- Highlight other ways your Auxiliary offers support (i.e. holiday parties for children, sponsoring a local baseball team, delivering meals to shut-ins, etc.)

Let the conversation proceed from there!

DO'S

- Wear an Auxiliary shirt and/or identifying name badge.
- Smile and say "hello" to people when they walk by your booth - even if they don't stop!
- Stand to the side of the booth, or in front of the booth, and interact with people as they walk by.
- Look people in the eye when you speak with them.
- Shake hands if appropriate.
- Acknowledge and speak with others who are with them (spouse, parents, children, etc.).
- Give them a packet of information to take with them and ask them to share the information with others.
- Have at least two people working the booth.
- **Ask them to join and hand them an application. Help them fill it out if needed.**

DON'TS

- Use profanity.
- Smoke while at the booth.
- Eat while at the booth.
- Talk or text on your cell phone while at the booth.
- Sit behind the booth with your arms folded in front of your chest.
- Be overbearing or overly aggressive.
- Have more than two people talk to a potential member at once; it can overwhelm them.

**REMEMBER...IF YOU DON'T ASK,
THEY WON'T JOIN!**



New Member Packet

(What to Include)

A new member is an engaged member, but often someone who needs to have an orientation to the VFW Auxiliary. It's best to hand the New Member Packet to them personally at a meeting or social gathering, but it can be mailed as well. It's important that the new member feels welcome and appreciated as they are often eager to volunteer and help veterans and their families.

Listed below are materials to include in a New Member Packet. All of the materials listed below are available for free behind Member Login.

- New Member Welcome Letter/Email Template
- Connect with Us (Auxiliary Officer and National contact information)
- Member Benefits One-Sheet
- Create a MALTA profile
- Know Your Bylaws
- Understanding Auxiliary Traditions
- VFW Auxiliary Acronyms and Common Terminology
- VFW Auxiliary National Programs: An Overview
- VFW Store Flyer

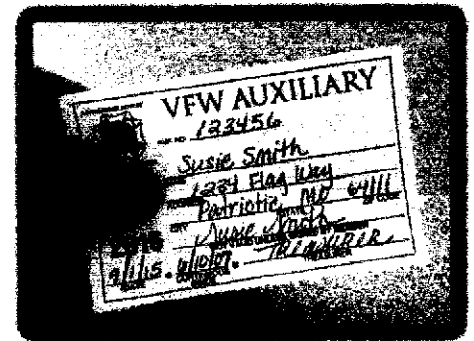


Understanding Auxiliary Traditions

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.

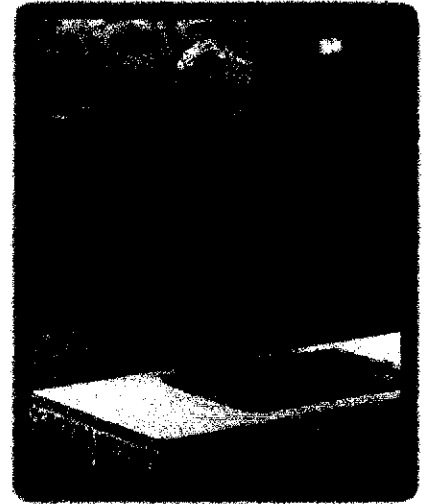
Showing Proper Respect to the Flag

- 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.

