

**VETERANS OF FOREIGN WARS OF THE U. S. AUXILIARY
DEPARTMENT OF MASSACHUSETTS**

2022-2023 PROGRAM KICKOFF



Saturday, August 27, 2022

Lisa Jackson, Department President

**Melissa Pratt, PDP
Chairman**

**Sheila Layton, PDP
Co-Chairman**

Veterans of Foreign Wars of the U.S. Auxiliary
Department of Massachusetts



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It's a new year and new changes and ideas. This year the National VFW Auxiliary has made some changes to our program names and contests. Please be sure to take the time and review our programs to see the changes that have been made.

This year's Department Program Chairmen have worked hard to explain to you the changes and the requirements that need to be accomplished by our auxiliaries. Your hard work and effort to report your accomplishments will bring us recognition from the National VFW Auxiliary. Please take the time to see what is required for us to do.

This year, your District President will be working towards a new goal. With your support and help, your District President will have the opportunity to become part of Massachusetts first Circle of Excellence Group. They will be working with each of you to get your membership in, your audits in, bonds purchased and working on various trainings with you. Please support your District President and let's work on having all our District Presidents in the Massachusetts Circle of Excellence. We can do this!

National President Jane Reape's theme this year is *Hands that Serve, Hearts that Care!* She asked me to share the following message. "It is an honor to serve as your National President this year. I look forward to serving with Lisa. Remember our mission is to serve. It is not about us as individuals but our veterans. Working together as one VFW family is our goal and creates harmony. God Bless and I wish you a most successful year."

Thank you for what you do and continue to do each and everyday for our veterans and their families. This year together we will...

Live for, Laugh With and LOVE OUR VETERANS!

PROGRAM COORDINATOR

Beth Barrett, PDP

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Congratulations to all the 2022 – 2023 Department Chairmen!

You have each been chosen to fill a very important role in the 2022-2023 Administration. Dept. President Jackson has placed her confidence in you to promote your program, to assist all of the Auxiliaries in the Department to be successful in their program work, and to report your progress throughout the year to your National Ambassador.

You will be required to submit a minimum of 4 promotions to your National Ambassador. Send copies of your article for the Program Kick Off book, your Dept. Newsletter articles, your presentations at all COAs and Conferences, any flyers that you distribute, and a description of any events that you hold or participate in. The more information you send to your National Ambassador, the better. Make your name known to National!

You will be required to submit 2 copies of your presentation to Dept. Secretary/Treasurer Betty Rosa at each Council of Administration meeting. In addition, you should give a report to each District President at each Council of non-reporting Auxiliaries in their District so that they can follow up with them.

You will be responsible for submitting block forms to the Mid-Winter Conference Chairman and to the Auxiliary of the Year Chairman. If your program includes donations made through Department, you will also be responsible for completing Chairman Financial Reports of donation receipts sent to you from Betty.

Please copy me on everything that you submit to Department and National. If you have any questions or issues, please contact me for assistance. And remember, while encouraging each Auxiliary to **REPORT, REPORT, REPORT** to you, you must **REPORT, REPORT, REPORT** to National.

Good Luck!

AMERICANISM / PATRIOTIC INSTRUCTOR
Patricia Marie Wilbur, Chairman
3 Howland Road
Assonet, MA 02702
508-344-0566
neladybug1@aol.com

What is Americanism to you? Is it the feeling you have at a parade as the Flag passes by you? Do you stand tall and salute, remove your hat or place your hand over your heart? This is Americanism. It is respect, gratitude and pride for those who have served and serve today this great nation. Are you familiar with Flag etiquette, its symbolism?

How and when to display the Flag.

How to fold and store a Flag.

Conduct a Flag raising ceremony.

What the stars and stripes mean.

Plan an outing at a park, perhaps the local elementary school. Invite a veteran or veterans group (ex: Veterans of Foreign Wars, American Legion, Disabled American Veterans) to demonstrate the above Flag Etiquette. An opportune time for meet and greet for the children, staff and parents. Information and education is paramount to keeping our values and traditions alive. A Flag Burning Ceremony at a Veterans organization is a solemn ritual, which honors the history of our freedom. Offer an invitation to the Boy Scouts and Girl Scouts of America to participate. It's an excellent way to earn many of their badges. Participate in your community's patriotic holidays, such as: Veterans Day, the 4th of July, POW/MIA Recognition. Promoting Patriotism is an invaluable way to bring attention to the VFW Auxiliary. Be sure to have pamphlets, applications and answer questions regarding the VFW Auxiliary. Offer assistance to understand the traditions, core values, and ceremonies of this outstanding organization.

The Americanism/Patriotic Instructor Program keeps us ever mindful of what it means to be an American. We are thankful for the many freedoms granted us in our daily lives. This was given with the blood, sweat and tears of those who unselfishly served this country. Let us not forget those who "gave all" for what we have today. When you are out and about today, look for those men and women who wear their military caps with pride and honor. Offer a sincere "thank you" and listen. There just may be someone who will share their Americanism and is a true Patriotic Instructor.

God Bless the United States of America
God Bless our Troops

AUXILIARY OF THE YEAR
Bette Jane Mire, PDP, Chairman
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978-297-5206
saulmire@comcast.net

Committee:
Ardith Hayden, PDP
Alice McGovern

The following pages provide you with the points you will need to qualify for the Auxiliary of the Year awards. There have been some changes and additions, so please review them carefully.

You all work hard serving our veterans, their families and your communities. By referencing these points, it will help you promote our National Programs while helping our Department to have a successful year. Bring them to your meetings and look at them often and make certain you report to the Department Chairmen by the deadline dates.

Do not hesitate to contact me if you have any questions.

AUXILIARY OF THE YEAR

HIGHLIGHTED ITEMS MUST BE COMPLETED BY NOVEMBER 30, 2022
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:

4/01/22 – 11/30/22 This report must be *received* by the Department Chairmen by December 31, 2022, to be considered for the Mid-Winter Conference Contest.

12/01/22 – 3/31/2023 This report must be *received* by the Department Chairmen by April 15, 2023, 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 | <u>3 Points</u> |
| | 8 Points |

FINANCE

- | | |
|--|------------------|
| 1. Annual Auxiliary Finance Donation by November 30, 2022
(Donations received after November 30, 2022 – 2 Points) | 5 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) | <u>25 Points</u> |
| | 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., 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

1. Utilize Americanism material/resources from National Auxiliary website 1 Point
 2. Promote, participate in, recognize any patriotic day or branch of service birthdays 2 Points
 3. American and/or POW/MIA flag presentation (must be at least 2" x 3") 2 Points
 4. Issue certificates to businesses/citizens displaying U.S. or POW/MIA flag or other displays of American pride 1 Point
 5. Conduct patriotic education in your Auxiliary and/or community 1 Point
 6. Participate in a Loyalty Day program 1 Point
 7. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 10 Points

AUXILIARY OUTREACH

1. Utilize Auxiliary Outreach material/resources from National Auxiliary website 1 Point
 2. Volunteer / Partner with the following organization(s) during the year:
First Responders / Churches / Towns / Disaster relief
Cancer, Heart, ALS Association, etc. / Other 2 Points
 3. Participate as a group to volunteer/partner with another organization not affiliated with the VFW or VFW Auxiliary 2 Points
 4. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 6 Points

BUDDY POPPY / VFW NATIONAL HOME FOR CHILDREN

Buddy Poppy:

1. Utilize the Buddy Poppy material/resources from National Auxiliary website 1 Point
2. Hold a Buddy Poppy drive with or without your Post 2 Points
3. Participate in the Department Program Kickoff display contest 1 Point
4. Participate in the Mid-Winter Conference display contest 1 Point

VFW National Home for Children:

5. Utilize the National Home material/resources from National Auxiliary website 1 Point
 6. Promote the VFW National Home for Children 1 Point
 7. Promote the VFW National Home's Helpline 1 Point
 8. Purchase at least one National Home Life Membership 1 Point
 9. Donate to Health & Happiness/Christmas Cheer Fund through National 2 Points
 10. Donate to Massachusetts House through Department office 2 Points
 11. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 15 Points

EXTENSION & REVITALIZATION

1. Utilize Extension & Revitalization material/resources from National Aux. website 1 Point
 2. Presentation of Good Job Awards by your Auxiliary 1 Point
 3. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 4 Points

HISTORIAN / MEDIA RELATIONS

- | | |
|---|-----------------|
| 1. Utilize Historian material/resources from the National Auxiliary website | 1 Point |
| 2. Utilize Media Relations material/resources from the National Auxiliary website | 1 Point |
| 3. Have a Facebook page and/or Website (alone or with Post) | 1 Point |
| 4. Send monthly or quarterly newsletters to all members | 2 Point |
| 5. Hold a "how to" training to educate members on use of media | 1 Point |
| 6. Submit required two (2) reports by deadline dates (1 point each report period) | <u>2 Points</u> |
| | <i>8 Points</i> |

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:
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) | <u>2 Points</u> |
| | <i>18 Points</i> |

LEGISLATIVE

- | | |
|---|-----------------|
| 1. Utilize the Legislative material/resources from the National Auxiliary website | 1 Point |
| 2. Subscribe to VFW's <i>Action Corps Weekly</i> | 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) | <u>2 Points</u> |
| | <i>6 Points</i> |

MEMBERSHIP (recorded at National Headquarters by dates listed)

- | | |
|--|------------------|
| 1. 80% by September 30, 2022 | 12 Points |
| 2. 95% by November 30, 2022 | 12 Points |
| 3. 98% by December 31, 2022 | 12 Points |
| 4. 100% by January 31, 2023 | 7 Points |
| 5. 101%+ by April 30, 2023 | 5 Points |
| 6. Utilize Membership material/resources on National Auxiliary website | 1 Point |
| 7. Promote, participate or host activities on Auxiliary education and recruitment | 1 Point |
| 8. Educate members on benefits of membership | 1 Point |
| 9. Participate in recruiting event on any level | 1 Point |
| 10. Recruit at least one new member | 2 Points |
| 11. Submit required two (2) reports by deadline dates (one [1] point each report period) | <u>2 Points</u> |
| | <i>56 Points</i> |

MENTORING FOR LEADERSHIP

1. Utilize the Mentoring for Leadership materials from the National Auxiliary website 1 Point
 2. Educate members on the National Mentoring for Leadership Program Awards 1 Point
 3. Member(s) fulfilling the role of Mentor 1 Point
 4. Hold a special recognition for mentors in your auxiliary 1 Point
 5. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 6 Points*

SCHOLARSHIPS

1. Promote the Continuing Education Scholarship Contest 1 Point
 2. Donate to the Continuing Education Scholarship Fund through National 1 Point
 3. Promote / Participate in the Young American Creative Patriotic Art Contest 2 Points
 4. Donate to the Young American Creative Patriotic Art Scholarship through National 1 Point
 5. Promote / Participate in the 3-Dimensional Patriotic Art Contest 2 Points
 6. Donation to the 3-Dimensional Patriotic Art Contest Scholarship Fund through National
This is the National President's Special Project 1 Point
 7. Assist Post by Promoting or Conducting the Patriot's Pen Essay Contest 2 Points
 8. Assist Post by Promoting or Conducting the Voice of Democracy Audio Essay Contest 2 Points
 9. Donate to the Bessie Hanken Youth Awards Fund (through Department office) 2 Points
- Note: This fund covers the prize money for **all youth contests**.*
10. Donation of \$50.00 or more to Bessie Hanken Youth Awards Fund 5 Points
 11. Submit required two (2) reports by deadline dates (one [1] point each report period) 2 Points
- 21 Points*

VETERANS AND FAMILY SUPPORT

1. Utilize Veterans & Family Support material/resources from National Aux. Website 1 Point
 2. Promote, participate or host any VFW Program listed: 2 Points
 - a. Disaster Relief
 - b. Military Assistance (MAP)
 - c. National Veterans Service (NVS)
 - d. Unmet Needs
 - e. Veterans & Military Suicide Prevention and Mental Health Awareness
 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

1. Work with youth/youth groups during program year 1 Point
 2. Award Youth Groups Supporting Our Veterans citations 2 Point
 3. Participate in Patriotism through Literacy 2 Points
 4. Promote the Red, White & Blue National Anthem Singing Contest 2 Points
 5. Promote the Illustrating America art contest 2 Points
 6. Submit required two (2) reports by deadline dates (one [1] point each report period) 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 all awards (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 for the coming year

AUXILIARY OUTREACH

Thank you, Madam President, for giving me the opportunity to be a part of your team as the Auxiliary Outreach Chairman.

A NEW NAME - THE SAME MESSAGE

"A DONATION OF TIME"

The Goal of this program is for members to volunteer with another organization and be visible in the community. Additionally, it will foster awareness about the Auxiliary in our communities.

A few things to remember when implementing this program in your auxiliary:

- This is a "donation of time". Spend no funds in the execution of the activity and keep in mind Auxiliary Members are only volunteers.
- It is important that the Auxiliary vote on the floor to partner with another organization.
- It is important that the projects we choose are NOT affiliated with any of the VFW or the VFW Auxiliary Programs. It can be a one-time event or regularly scheduled activity. It can involve one Auxiliary Members or several Auxiliary Members.
- It is important that we wear some form of Auxiliary apparel such as a shirt, hat or name badge to identify ourselves.
- it is important to remember that this sponsored partnership neither counts nor is reportable under no other VFW Auxiliary program.
- It is important to remember that events may be held at the Post Home only if the sponsoring organization is holding the non-VFW/Auxiliary event there.

Please use the information given to you through the Department Newsletters, the Kick-off Book, as well as through the resources provided by the VFW Auxiliary National Organization.

By extending our Auxiliary Outreach Program into our communities we show that the VFW Auxiliary has:

"HANDS THAT SERVE, HEARTS THAT CARE"

Patricia A. Folino, PDP, Chairman
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Cheshire, MA 01225
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V F W COMMUNITY SERVICE

!!FOR YOUR INFORMATION!!

To quote our National Auxiliary Outreach Ambassador, Laurie Lukas, "the necessity of the VFW's Community Service Report (CSR) to document the organization's non-profit status has been ground into our heads for so many years that it has become part of our Auxiliary fabric."

The Auxiliary no longer has a Community Service Program. We do not require Auxiliaries to provide Community Service Reports. There are no awards for Community Service Reporting.

On the other hand, the Community Service Report can still have a roll in your program reporting. It is a great tool to keep track of the facts and figures for other program reporting such as Americanism, VFW National Home for Children, Hospital, Legislative, Scholarships, Veterans & Family Support and Youth Activities.

Please assist your Post by providing them with the facts and figures they can use in their CSR by using the attached report form. This form should be given to your Post CSR Chairman as often as they would like.

This is a great way to keep the lines of communication open with your Post and work jointly on our many Programs. It is also a great tool in keeping track of your involvement in other programs.

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

Form for Auxiliary to turn in to Post RE: VFW Community Service

Auxiliary to Post # _____

Date From: _____ Date Through: _____

Auxiliary Programs that count

Americanism

Auxiliary Outreach

VFW National Home for Children

Hospital

Legislative

Scholarships

Veterans & Family Support

Youth Activities

Total Auxiliary Community Service Information

# of members	# of hours	# of miles	Donations
0	0	0	0

Auxiliary Programs that do not count for VFW Community Service - Extension & Revitalization, Buddy Poppy, Historian & Media Relations, Mentoring for Leadership, and Membership. Work for your Post Home also does not count.

Buddy Poppy/VFW National Home for Children

Paul J La Porte
23 Vernon St.
Bridgewater, MA 02324
(508) 243-2309
plp1063@gmail.com

What is a Buddy Poppy? It's not just a red flower that one saw in Flanders Field some 100 years ago. Since 1922, the VFW and its Auxiliary has conducted an annual distribution of the Buddy Poppy to raise funds for its charitable programs on behalf of the needy and disabled veterans and the surviving families of deceased veterans. When you do a distribution, everyone wins – the veteran that assembled the Poppy, the volunteers who give of themselves not only in the distribution but in the VA hospital and working with many other veterans in need. The monies that are collected helps out on the National, state and local level of the VFW and its Auxiliary.

I challenge all of the Auxiliaries to think of ways to do a Buddy Poppy outreach in this time of COVID-19. I look forward to hearing all of your “outside the box” ideas.

VFW National Home for Children is not just a group of one-family houses in Michigan, but it is an outreach throughout the whole United States. The National Home provides a free service that offers information, creates connections and gives hope to struggling military and veteran families. Call 800-313-4200 to speak with an experienced problem-solver who cares deeply about veterans and their families.

In Eaton Rapids, Michigan, there are a number of houses that the VFW and its Auxiliary sponsor. Massachusetts has one of those houses. Built in 1941, it is a one family, three bedroom house. Donations for this Massachusetts House are sent directly to Betty Rosa, whereas the Health and Happiness/Christmas Cheer Fund can be paid through MALTA or mailed to National Headquarters. General donations and specific solicitations can be mailed to the Home itself. From time to time, the National Home will send requests for donations for a special project at the Home, but they have decided not to do this for 2020 or 2021. This year, all fundraising will help those who are most in need.

Included in this booklet is the application form for a Life Membership in the VFW National Home for Children.



Buddy Poppy

Before Memorial Day in 1922, we conducted our first poppy distribution, becoming the first veterans' organization to organize a nationwide distribution. The poppy soon was adopted as the official memorial flower of the Veterans of Foreign Wars of the United States, as it remains today.

During our 1923 encampment, we decided that VFW "**Buddy**"® Poppies would be assembled by disabled and needy veterans who would be paid for their work to provide them with financial assistance. The next year, disabled veterans at the Buddy Poppy factory in Pittsburgh assembled VFW Buddy Poppies. The designation "Buddy Poppy" was adopted at that time.

In February 1924, we registered the name Buddy Poppy with the U.S. Patent Office. A certificate was issued on May 20, 1924, granting our organization all trademark rights in the name of Buddy under the classification of artificial flowers. We've made that trademark a guarantee that all poppies bearing that name and the VFW label are genuine products of the work of disabled and needy veterans. No other organization, firm or individual can legally use the name Buddy Poppy.

Today, our Buddy Poppies are still assembled by disabled and needy veterans in VA Hospitals.

The VFW Buddy Poppy program provides compensation to the veterans who assemble the poppies, provides financial assistance in maintaining state and national veterans' rehabilitation and service programs and partially supports the VFW National Home For Children. Show your support today. Host a Buddy Poppy drive in your town, or have your local government issue a special proclamation.

Hear from those who assemble the mighty little flowers in "The Veterans Behind the Buddy Poppy" video.

In Flanders Fields by John McCrae

In Flanders fields the poppies blow,
between the crosses row on row,
that mark our place; and in the sky,
The larks, still bravely singing, fly
Scarce heard amid the guns below.
We are the Dead. Short days ago,
We lived, felt dawn, saw sunset glow,
loved and were loved and now we lie
in Flanders fields.

Take up our quarrel with the foe:
To you, from failing hands we throw the torch;
be yours to hold it high.
If ye break faith with us who die,
We shall not sleep, though poppies grow,
In Flanders fields

VFW NATIONAL HOME FOR CHILDREN

THE MISSION

“The VFW National Home assists military, veterans, and their families with children, by creating a foundation of services and resources to achieve their personal and family goals in order to move forward in a positive, safe and healthy environment.”

ABOUT US

Born from the belief that America needs to care for the children and families of men and women who sacrificed for our country, the VFW National Home for Children is a place of healing, support and refuge.

It was founded in 1925 as a place where the families left behind by war could remain together, keeping the family circle intact even when their servicemember didn't come home.

Today's families face different challenges — reintegration, post-traumatic stress, high unemployment and rehabilitation from battlefield injuries, among others — and the National Home has evolved over our decades-long history to meet those changing needs.



VFW NATIONAL HOME FOR CHILDREN

LIFE MEMBERSHIP APPLICATION

MEMBER INFORMATION

Title: Mr. Mrs. Ms. Miss		Name:	
Address:			
City:	State:	ZIP Code:	
Date of birth:	Email:	Phone:	
Membership Type: <input type="checkbox"/> Associate (not a member of the VFW or VFW Auxiliary) <input type="checkbox"/> Life Member (must be a member in good standing of the VFW or VFW Auxiliary or a unit of the VFW or VFW Auxiliary. Complete affiliation information below. If no Post or Auxiliary number is provided, an Associate Membership will be issued.)			

VFW & VFW AUXILIARY INFORMATION

I am a member of VFW Post _____ in the Department of _____ VFW

I am a member of VFW Auxiliary _____ in the Department of _____ VFW Auxiliary

RECRUITER

Recruiter name: _____ Recruiter Post or Auxiliary number: _____

PAYMENT INFORMATION

Please allow 3-4 weeks for your membership certificate, card and other information to be sent. You can also apply online at: www.vfwnationalhome.org/membership	One time membership fee and Life Member pin \$50	
	<input type="checkbox"/> Check enclosed and made payable to VFW National Home for Children <input type="checkbox"/> Charge my <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	

Name on card:	Card number:
Signature:	Expiration date:

WHY SHOULD YOU BECOME A LIFE MEMBER

BEING A LIFE MEMBER or an Associate Life Member of the VFW National Home for Children is one way you can create a bond between yourself and the mission of the National Home. Your support and encouragement honors our veterans and today's military by helping their children and families in times of need. Life Members in good standing with the VFW or VFW Auxiliary may vote for trustees representing their National Home District and proposed Bylaw or Articles of Incorporation changes.

**CHIEF OF STAFF /
EXTENSION & REVITALIZATION
Juliette Mason, PDP, Chairman
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Southwick, MA 01077
413-569-1855
jules14beal42@gmail.com**

This is the beginning of a new Auxiliary year and the kick off of the 2022-2023 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 online. 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 from National Ambassador, Sharon Connolly, to help both you and myself achieve our goals for healthy auxiliaries.

There are four (4) points that can be earned towards Auxiliary of the Year from the Chief of Staff – Extension & Revitalization Program:

- | | |
|--|-----------------------------|
| 1. Use any of the Extension & Revitalization materials available on the National VFW Auxiliary website | 1 Point |
| 2. Presentation of Good Job Award by Auxiliary membership | 1 Point |
| 3. Submit required two (2) reports by deadline date (1 Point per reporting period) | <u>2 Points</u>
4 Points |

All Auxiliaries will receive a citation for participation and, if they qualify, a HEALTHY AUXILIARY certificate.

EXTENSION & REVITALIZATION PROGRAM

Maintain and Strengthen Current Auxiliaries • Present to Unaffiliated Posts Establish • New 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 use, including tools available on the Online Auxiliary Academy and the Program & Publicity Resources page of the National website: vfwauxiliary.org/resources. Two of 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.

These tools invite all members to come forward and take on a position of leadership, mentoring, and being a member who advocates for their Auxiliary and the veterans we serve.

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

Establishing New Auxiliaries

Whether a VFW Post decides on its own that it wants an Auxiliary or whether an Auxiliary member or non-member 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 he/she 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 application for the Charter. 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 of the *VFW Auxiliary Podium Edition: Bylaws and Ritual*.

Suspensions, Cancellations and Consolidations

An Auxiliary is in danger of losing its Charter when they are unable to meet the 5 Essentials of an Auxiliary. Suspensions are used in certain cases to give Auxiliary members a chance to fulfill their duties and continue with their mission of serving veterans, service members and their families.

Please know that being placed on suspension is not negative. It is not labeling your Auxiliary as a "bad Auxiliary." It simply means there is some work that needs to be done to get your Auxiliary where it needs to be. A team appointed by the Department President to mentor, educate and listen will help bring your Auxiliary back to health.

Cancellations can only be done by the National President, with or without the recommendation of the Department President.

If a VFW Post closes or consolidates, Auxiliary National Headquarters will be notified. **ONLY AFTER THIS NOTIFICATION** can the process for closing or consolidating begin.

- Far too often, an Auxiliary will start the cancellation or consolidation process because they heard through the grapevine the Post was shutting down or consolidating with another Post. Rumors can be harmful and actions should not - and must not - be taken due to rumors.

- The notification from National Headquarters will allow ample time to close, move members to their desired working Auxiliary or consolidate where the Post goes.

Be sure to wait for direction from National Headquarters before taking any action at all.

EVERY Auxiliary's goal should be to meet the 5 Essentials, so members can begin serving veterans and families in all the unique and wonderful ways they can. Chiefs of Staff are there to help Auxiliaries maintain their Charters, continue to be healthy Auxiliaries and to proceed under the direction of the Department President to ensure all resources are utilized.

Know what you read and what is written using the following words found often in our National Bylaws:

MAY:

Past-tense verb of might used to indicate:

1. Possibility
2. Permission

MUST:

Verb used to indicate:

1. Obligation
2. Probability or certainty

Noun:

1. Something that is required

SHALL:

Verb used to indicate:

1. At a future time
2. Determination, obligation or intention

SHOULD:

Past-tense verb of shall used to indicate:

1. Obligation
2. Probability

EXTENSION & REVITALIZATION PROGRAM AWARDS

AWARDS FOR MEMBERS

1. \$25 VFW Store Gift Certificate to one member in each of the four Conferences who assisted the Department Chief of Staff in nurturing/strengthening /revitalizing a struggling Auxiliary and utilized *Building on the VFW Auxiliary Foundation* in their efforts. The Department Chief of Staff is to complete and submit the nomination form (required) available at vfwauxiliary.org/resources to the National Chief of Staff by April 30, 2023. Winners will be announced and awards presented at the 2023 National Convention in Phoenix, Arizona.

AWARDS FOR DEPARTMENTS AND DEPARTMENT CHAIRMEN

1. Citation to each Department Chief of Staff for participation in this Program. Citation will be presented at the 2023 Department Convention.
2. \$25 VFW Store Gift Certificate to one Department Chief of Staff in each of the 10 Program Divisions for the best promotion of how to revitalize a struggling Auxiliary. Winners will be announced and awards presented at the 2023 National Convention in Phoenix, Arizona.
3. Outstanding Performance Award in each of the 10 Program Divisions based on criteria listed on Page 5 and for the promotion of Program Goals listed at the top of Page 25. Winners will be announced and awards presented at the 2023 National Convention in Phoenix, Arizona.

CONVENTION FUND
Claire Brown, Chairman
21 Sylvan Avenue
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617-710-1679
cwbrown86@aol.com

Beth Barrett, PDP Co-Chairman
25 Hatch Street
Everett, MA 02149
617-389-3859
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The Convention Fund team will once again be offering items for sale and holding a gift raffle at each meeting and conference held this year. We will also have 2 live events: the annual Department Chicken Bake, to be held at the Whitman VFW 697 on Sunday, August 7, 2022, and the Pre-Convention Jamboree, to be held at the Dedham VFW 2017 on Saturday, March 11, 2023.

There will be several raffles during the year including a drawing for a beautiful eagle wall hanging and of course, the Special Convention Fund raffle drawn at the close of the State Convention with many valuable prizes to win. We are also planning an additional raffle, the details of which are yet to be determined.

Watch the Department mailings for details on all events and raffles.

Please be generous when visiting our tables, donating to the Convention Fund, and purchasing tickets. Your support is essential to the success of our fundraising efforts and your generosity is greatly appreciated.

Thank you.

DISTRICT PRESIDENTS' CONFERENCE
Juliette Mason, PDP, Chairman
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Southwick, MA 01077
413-569-1855
jules14beal42@gmail.com

This year, 2022-2023, our District Presidents will have three (3) challenges; and to accomplish them, they will be counting on all their Auxiliaries to help.

Not only will they be visiting every Auxiliary in their District along with holding the District meetings, they will also be working to be VIP District President of the Year which will be awarded at the Mid-Winter Conference. Also this year, they will be working to achieve the first DISTRICT PRESIDENTS CIRCLE OF EXCELLENCE, which will be awarded at our State Convention.

Over the past few years, the State Presidents worked to achieve the CIRCLE OF EXCELLENCE awarded at the National Convention. Seeing that our State President Lisa will be working hard to achieve this and that the work done by our Department and the District Presidents is a major part of the goal, she felt that her District Presidents deserved this same award.

It will take ALL of US, to achieve this goal. Not only do we need the District Presidents to make it, but we need ALL of YOU, too. I have included the requirements for both the VIP President and the CIRCLE OF EXCELLENCE for you to look at.

As we go through the 2022-2023 year, review both challenges so you can see how you and your Auxiliary can help the District Presidents and the State President reach their goals.

Remember, with every achievement and goal reached, we are really working and helping our Veterans and their Families. As State President Lisa's theme says, "LIVE FOR, LAUGH WITH AND LOVE OUR VETERANS."

VIP DISTRICT PRESIDENTS

Those District Presidents who meet the following criteria will be presented a special gift at the Mid-Winter Conference that they can wear for the balance of the year. This is the first of (2) contests during the year. Contest DEADLINE is DEC 31, 2022.

With the exception of the *Travelling Membership Trophy*, NO awards will be given to the District Presidents by the State Chairman during the year.

To be a VIP District President:

- The DISTRICT PRESIDENT must have:
 - Made report of status of District VFW Commander by July 31, 2022
 - Assured that the District bond is renewed by August 31, 2022
 - Submitted to the State President
 1. The District Meeting Schedule for 2022-2023
 2. The schedule of visits of the Auxiliaries in your District
 3. Requested for approval of someone to visit your Home Auxiliary
 - Attended ALL District President's Conferences
 - Attended ALL Council of Administration Meetings
 - Attended the Program Kick-Off
 - Attended the Hospital Workshop
 - Submitted the completed visit reports of Auxiliaries to the State President within 7 days

- In addition, the DISTRICT must have:
 - Submitted the minutes of the District Meetings held
 1. To include the details on the School of Instruction
 2. To include ATTENDANCE sheets
 3. To include the audit

- AND ... 80% of the DISTRICT AUXILIARIES must have made the follow financial contributions/Program donations:
 - Department Finance Donation
 - Veterans & Military Support
 - National Military Services Fund
 - Health & Happiness
 - Bessie Hanken Scholarship Fund
 - Hospital Pledge

- ALSO ... MEMBERSHIP must have reached the following goals:
 - 50% retention of annual members by October 31, 2022
 - 95% total membership by November 30, 2022

DISTRICT PRESIDENTS' CIRCLE OF EXCELLENCE

Every District has the opportunity to join the Circle of Excellence

Criteria are listed below. The Department and Conference Chairman will be tracking this information. Consider this a checklist for the year of important items and deadlines that must be met. Membership is an important factor and will be encouraged by the Chief of Staff and Membership Chairman to achieve the membership portion of the Circle of Excellence criteria.

Your District MUST achieve 175 points or above to enter the Circle of Excellence.

Criteria for entering the Circle of Excellence:

1. Growth in Membership

Membership Standings by May 31, 2023 based on June 30, 2022 final membership statistics. Membership will be based on figures on the CMR-Paid, Cancelled & Deceased report in MALTA

Possible Points	Actual Points	Criteria
110		Over 101% in Membership, not including Deaths
100		100% Plus in Membership, not including Deaths
90		100% Plus in Membership, including paid Deaths
80		97 - 100% in Membership, including paid Deaths

2. Comply with Bylaws/Administrative Follow-Through

(A) All installation reports MUST be received by National Headquarters by July 31, 2022
If not, the Department MUST submit a request for suspension by that date for time to mentor and rejuvenate the Auxiliary

Possible Points	Actual Points	Criteria
15		Installation report received by Department by July 1, 2022
10		Installation report received by Department by July 15, 2022

(B) All Auxiliaries MUST be bonded by August 31, 2022, If not, the Department MUST submit a request for a suspension by that date to allow time to mentor and rejuvenate the Auxiliary

Possible Points	Actual Points	Criteria
15		All Auxiliaries bonded by July 31, 2022
10		All Auxiliaries bonded by August 31, 2022 or request for suspension

(C) The District MUST have submitted a Council approved Audit by October 1, 2022 or turned in within 1 week of meeting

Possible Points	Actual Points	Criteria
10		Council approved Audit by October 1, 2022 or turned in within 1 week of meeting

(D) The District and Auxiliary Officers (President, Secretaries and Treasurers) dues **MUST** be paid By December 31, 2022 or submit an email or letter to relieve any non-paid Officer to National Headquarters by January 5, 2023

Possible Points	Actual Points	Criteria
10		Dues of Officers at all Levels District and Auxiliary paid by December 15, 2022 or letter to Department by December 31, 2022

3. District Communication

The District **MUST** communicate with every Auxiliary at least quarterly in one or more of the following ways: email, mail, phone, website, newsletter, e-newsletter or General Orders

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

4. Training

The District **Must** hold at least one training session at each of their meetings in the 2022-2023 year

Possible Points	Actual Points	Criteria
10		How to identify an unhealthy Auxiliary by November 30, 2022
10		Host a training session on National Programs and reporting knowledge by November 30, 2022

5. Program Participation and working Together on a Common Goal

All Auxiliaries **MUST** complete at least one project, activity or donation that benefits veterans by April 3, 2023. If not the Department **MUST** submit a request for suspension by that date

Possible Points	Actual Points	Criteria
10		All Auxiliaries MUST complete at least one project, activity or donation that benefits Veterans by April 30, 2023

Any Auxiliary that is below 100% in membership on January 31, 2023 **MUST** be contacted by a District Officer to determine a need for mentoring and/or other assistance and report to Department before April 15, 2023 (*if all Auxiliaries are at 100% by January 31, 2023 you will automatically receive 10 points*)

Possible Points	Actual Points	Criteria
10		All Auxiliaries reaching 100% by January 31, 2023 (one point lost for each month 100% not reached)