

# **TIPS FOR THE VFW AUXILIARY SECRETARY**



**VFW AUXILIARY**

**April, 2016**

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## VFW AUXILIARY

# TIPS FOR THE AUXILIARY SECRETARY

As the VFW Auxiliary member who has accepted the appointment as Secretary for your local VFW Auxiliary, you may be searching for information/guidance on the duties of this particular office as well as looking for any tools that would make the performance of your duties easier to accomplish—thus, the creation of “**Tips for the Auxiliary Secretary**” booklet.

The primary function of a secretary of any organization, whether elected or appointed, is to keep the records of the meetings (minutes) and to write or answer letters on its behalf. Additionally, a secretary assists not only the organization’s leader (VFW Auxiliary President) but also that VFW Auxiliary’s officers, program chairmen, and members.

In the Veterans of Foreign Wars of the United States Auxiliary, the duties of the Auxiliary Secretary are outlined in Sections 812 and 812A of the National Bylaws, and in the Booklet of Instructions, a section on Secretary Minutes that outlines the what should be included in the minutes and gives suggestions of how a secretary might read a sentence to cover a particular part of a meeting. You will find [Demeter’s Manual of Parliamentary Law and Procedures](#) a good resource.

Also included in this booklet, you will find sections devoted to using agendas/meeting planners, the absolute “must –haves” in the minutes of a meeting, and several guides relative to the VFW Auxiliary website ([www.vfwauxiliary.org](http://www.vfwauxiliary.org)).

# Using Agendas/Meeting Planners

Included in this section you will find a copy of the VFW Auxiliary Meeting Agenda which is also a part of the “Healthy Auxiliary Toolkit” and another Agenda format which allows plenty of room to make notes for later use.

- ✓ A VFW Auxiliary Meeting Agenda  
(Includes a page for notes on motions, program reports, etc.)
  
- ✓ A multiple-page combination of an Auxiliary Agenda/Minute Form-note  
the additional space allowed

The different agenda formats have been included to assist the Auxiliary Secretary (and hence his/her President) by providing these organizational formats for the actual meeting and in the case of the Secretary, ample space for notes of the motions, made by whom, seconded by whom, and whether the motion passed or failed, for example.

What you, an Auxiliary Secretary, may choose to do is to develop your very own format—designing it to fit your needs. Expect this to be a trial and error process; be ready to make changes/adapt as you become more experienced at being a Secretary—your template may always be a work in progress.

Once completed whether you are going to use the sentence style or bullet style of minutes, you would have a template on your computer and following the meeting, you would sit down and input the actions taken at the meeting just completed, add in the Treasurer’s report (and audit report), save the document as “minutes of the 10/10/16 meeting” for example and need only print out those minutes and attached documents to be prepared for the November meeting. Once the 10/10/16 minutes are approved as read, then you secure them--as the Auxiliary has decided--in a permanent record book, a 3-ring binder or a clip folder.

# VFW Auxiliary Meeting Agenda

VFW Auxiliary Name

Agenda for Date

\* Please silence your cell phones  
1 rap

It has been moved and seconded that...

Next step is discussion

Those in favor – “Aye”

Opposed – “No”

1 – Opening according to Ritual ( p. \_\_\_\_\_ )

2 – Roll Call (by Secretary)

3 – Introduction of National and/or Department Officers

4 – Reading and Referring of Petitions for Membership (read by Secretary)

5 – Report of Investigating Committee

6 – Voting on Candidates

7 – Initiation

8 – Presentation of Minutes and Official and other Communications

(Approved-“Will stand approved as read” or “Will stand approved as corrected)

9 – Treasurer’s Report

(“Any discussion?” “Treasurer’s report will be filed subject to audit”)

10 – Presentation of Bills (read by Secretary)

11 – Introduction of Guests—especially those non-Auxiliary member guests—shall not be allowed to enter until the Treasurer’s Report and Presentation of Bills has concluded.

a.

b.

12 – Report of Committees, Standing and Special

[Promotion of Programs/School of Instruction (p. \_\_\_\_)]

a.

b. (The Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by a motion.)

13. – Unfinished Business (The Auxiliary Secretary should have prepared those items that were not completed at the last meeting for the President's use during this meeting.)

a.

b.

14 – New Business

a.

b.

c. Reminders

15 – Report of the Trustees (Motion to pay the bills is needed)

16 – Suggestions for the Good of the Order

a. Instruction from the Patriotic Instructor

b. New Member(s) speak

c. Guest(s) speak

17 – Closing Ceremonies (p. \_\_\_\_)

## MEETING NOTES

Motions made at this meeting	Made by	Second by	Carried/Lost

Donations	To	For	Amount

Reports from Program Chairmen – Information To Be Added To Year End Report	

\_\_\_\_\_ **Auxiliary Agenda/Minute Form\***

\*This form may be copied and amended as needed for the purpose of (1) taking notes during a meeting and (2) as the format for the actual minutes to be approved by the members in attendance and signed by the Trustees as a part of the auditing of the books of the Secretary and Treasurer.

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Presiding Officer:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Members Present:** \_\_\_\_\_

**Guests Present:** \_\_\_\_\_

**Roll Call of Officers:** \_\_\_\_\_

**Present/Absent**

**Pro Tem**

**President** \_\_\_\_\_

**Sr. Vice President** \_\_\_\_\_

**Jr. Vice President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Chaplain** \_\_\_\_\_

**Conductress/Conductor** \_\_\_\_\_

**Guard** \_\_\_\_\_

**Patriotic Instructor** \_\_\_\_\_

**Trustee 1 Yr.** \_\_\_\_\_

**Trustee 2 Yr.** \_\_\_\_\_

**Trustee 3 Yr.** \_\_\_\_\_

**Introduction of Guests—VFW Auxiliary/VFW Members (titles as necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Reading and Referring of Petitions for Membership**

Name \_\_\_\_\_ Relationship to Veteran \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Veteran \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Veteran \_\_\_\_\_

**Report of the Investigating Committee**

\_\_\_\_\_  
\_\_\_\_\_

**Voting on Candidates**

All Accepted \_\_\_\_\_ **OR**

Accepted Names \_\_\_\_\_

Rejected Names \_\_\_\_\_

Initiation Held?

Yes                      Names of Members Initiated \_\_\_\_\_

No

**Presentation of Minutes and Official and other Communications**

**-Minutes of the Previous Meeting—**

Approved as Read/Presented \_\_\_\_\_

Approved as Corrected \_\_\_\_\_

**-Presentation of Official and other Communications**

Department General Orders # \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

From \_\_\_\_\_

Regarding \_\_\_\_\_

**Presentation of Treasurer's Report**

**(Attach Treasurer's detailed report to Minutes)**

Balance last report=\$ \_\_\_\_\_

Receipts = \$ \_\_\_\_\_

Disbursements = \$ \_\_\_\_\_

Balance on hand = \$ \_\_\_\_\_

**Discussion on Treasurer's Report:**

\_\_\_\_\_  
\_\_\_\_\_

**Presentation of Bills**

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_

**Introduction of Guests—any non-Auxiliary member guest shall not be allowed to enter the room until the Treasurer's Report and Presentation of Bills has concluded.**

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Reports of Committees – Standing and Special**

**Program Chairmen**

**Americanism Report**

Chm.

**Chaplain Report**

Chaplain

**Hospital Report**

Chm.

**Legislative Report**

Chm.

**Membership Report**

Chm.

**Scholarships**

Chm.

**Veterans and Family Support Report**

Chm.

**Youth Activities**

Chm.

**Unfinished Business**

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**New Business**

1. Motion by \_\_\_\_\_ Second by \_\_\_\_\_

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Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

2. Motion by \_\_\_\_\_ Second by \_\_\_\_\_

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Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

3. Motion by \_\_\_\_\_ Second by \_\_\_\_\_

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---

Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

4. Motion by \_\_\_\_\_ Second by \_\_\_\_\_

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Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

**Additional Notes:**

**Report of Trustees and Action Thereon (Motion to Pay Bills Presented)**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Motion \_\_\_\_\_

Motion Carried \_\_\_\_\_ Motion Defeated \_\_\_\_\_

**Suggestions for the Good of the Order**

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**Announcements/Calendar Reminders**

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Meeting Closing Time: \_\_\_\_\_ Next Meeting Date: \_\_\_\_\_

Respectfully submitted,  
\_\_\_\_\_, Secretary

\*Audited by: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

# WHY HAVE MINUTES?

In accordance with the National Bylaws, a VFW Auxiliary Secretary shall keep in books or files:

- 1) The current Bylaws of the VFW Auxiliary
- 2) A copy of the annually approved Standing Rules for the Auxiliary should the Auxiliary chose to adopt Standing Rules—See Section 211
- 3) A record of all minutes of each meeting of the VFW Auxiliary, which become the history of that Auxiliary, and thus considered permanent documents.
  - It is the purpose of minutes to record those motions made, seconded, and passed at each specific meeting.
  - **Minutes record what was done—not what was said.**
  - Therefore, the minutes do not reflect any of the discussions that may take place during a meeting.
  - The business of the Auxiliary is not driven by discussion; the business is driven by motions made and passed
    - to undertake specific projects,
    - to participate in certain fundraisers, and
    - support Auxiliary programs, i.e.
      - to list what was approved by the majority of the members present at that meeting will be preserved
      - for reporting purposes and should a question ever arise
- 4) The vote of the membership determines the manner in which the minutes of VFW Auxiliary meetings are read, printed and/or distributed.
- 5) To make sure the documentation of the organization's meetings are kept in an orderly manner--
  - The minutes whether typed or computer generated
    - with pages numbered consecutively with
      - room for Trustees to initial at audit and date and
      - for the Auxiliary Secretary to sign his/her name and office
  - may be entered in a standard bound record book purchased through the VFW Store or
  - inserted in a three ring binder or
  - clip folder

In a discussion of the **Essentials of Minutes**, page 23, Demeter's Manual of Parliamentary Law it is stated: "The Secretary is not required to include in the minutes all that takes place at meetings. Generally, speaking, only decisions should be embodied. A record is made of what is done, not what is said. Lengthy or detailed minutes are not necessary."

Minutes may be written in complete sentences or presented as a bulleted list so long as the following items are included:

- ✓ **Name and number of the Auxiliary**
- ✓ **Date and place of meeting –note if regular or special meeting**
- ✓ **Time called to order**
- ✓ **Name of presiding officer**
- ✓ **Number of persons present; list any pro tem officers**
  - (Must have a quorum of 5 members in good standing in order that business may be transacted)**
- ✓ **Names of visitors, if any are present; note specific titles if appropriate**
- ✓ **Names of candidates for membership, the eligibility of the veteran listed;**
  - **the outcome of their acceptance or rejection**
- ✓ **Action taken on the minutes of the previous meeting**
  - **Only the motions**
    - **note who made and seconded and**
    - **whether the motion passed or failed**
- ✓ **A copy of the Treasurer's report and each quarterly audit report to incorporate into the minutes**
- ✓ **List both the correspondence read and bills presented**

# SAMPLES OF MINUTES

Both the sentence format for minutes and the bulleted format for minutes provide the requirements needed for a record of a particular meeting and provided the members have “accepted them as read” or “accepted them as corrected.” Additionally, the Trustees would have signed and dated as proof that the books of the Auxiliary Secretary have been audited for a specific quarter.

Whether the more formal sentence format or the less formal bulleted format is used, it is the quality and integrity of the information recorded by the Secretary that counts. For example, leaving out a critical dollar amount allowed or not stating who was to attend a convention means that the minutes are not as accurate and thorough as they need to be; thus creating problems if it becomes necessary to turn to the minutes to find proof of what was to be spent or who were delegates or alternates.

Review the following acceptable and unacceptable statements to develop a sense of how a well- developed motion differs from a lazy note jotted down and considered appropriate:

## **Example A:**

**Acceptable**-Sue Smith reported on our Bake Sale at Bottom Junction. There was a \$20.00 cash donation plus sales of \$125.00 for a total of \$145. It had been previously been moved, seconded, and passed that \$100 from the bake sale would be added to our Relief Fund. Sue Smith moved, seconded by Bill Field that the remaining \$45 be donated to the VFW for use of the building. Motion carried.

**Unacceptable**-Sue gave the Treasurer \$145.00 from our fundraiser at Bottom Junction.

## **Example B:**

**Acceptable** –Audit Report (see attached) was read by Trustee Cheryl Rhodes who moved on behalf of the committee that the audit be approved. Motion carried.

**Unacceptable** -A motion was made to accept the Audit Report.



**Example C:**

**Acceptable-** Cheryl Rhodes moved that the following slate of 3 Delegates-Polly Jones, Sue Smith, and Betty Rider and 3 Alternates-Bill Field, May Jordan, and Jane Wilson be elected for the National Convention. Seconded by Mabel Bluestem. Motion carried.

**Unacceptable-**Delegates to the National Convention were elected.

**Example D:**

**Acceptable-**George Allen moved and May Jordan seconded that the Auxiliary sponsor the local women’s softball team. After discussion, a vote was taken and the motion passed.

**Unacceptable-** Sue said that this was a dumb idea. Betty said she just mad because of what happened last time and now she is against everything. Vote was taken and Sue lost.

**Time for Practice:**

- ✓ Using the check list from page 15, review minutes of several meetings and find out if there are necessary items that always seem to be left out.
- ✓ Are the minutes you are reviewing capturing the organization’s business accurately?
- ✓ Are those minutes concise and cite only what is done, not what is said?
  - From this point forward, strive to include the necessary elements by reviewing your notes (see the next section) and proofreading the minutes once you have them written.
- ✓ Look at some minutes and the motions made and determine if they are acceptable based on the examples above.
- ✓ Choose two (2) or more unacceptable motions and rewrite each one making it more acceptable by adding the missing elements as illustrated the examples cited:

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**Sample Sentence Format of Minutes:**

President Nadine Wildroot called the regular meeting of the X-Factor VFW Auxiliary No. 10000, Smith Place, Nowhere to order at 7:05 p.m. at the Post Home on April 14, 2015. Following the opening ceremonies, with a quorum being present, the minutes of the last meeting were read and approved as corrected. There were no petitions for membership.

The Treasurer reported the balance last report of \$500.00 with receipts of \$145.00 and disbursements of \$9.50 leaving a balance of \$635.50. (see Treasurer’s report attached)

The Secretary read the following bills: \$25.00-Walmart for paper plates, napkins, etc.; \$75.00-Walmart for balls for the men’s and women’s softball teams; and \$35.50 to VFW Store for membership pins. Next, the Secretary read the communications--President’s Message and thank you’s from Mabel Jones and Bill Field for flowers, calls, and visits.

The Program Chairmen summarized the information they had received from their National Ambassador and Department Chairman. The Audit Report (see attached) was read by Trustee Cheryl Rhodes who moved on behalf of the committee that the audit be approved. Motion carried.

There was no Unfinished Business.

New Business-Our charter was draped due to the death of Past National President Lucile Suchina of Texas. Next, election of officers for 2016-17 was held and the following will be installed at our May meeting: President-Bill Field; Sr. Vice President-Mabel Jones; Jr. Vice President-Cheryl Rhodes; Chaplain-Nadine Wildroot; Conductor-James Smith; Guard-Twila Garcia; Three Year Trustee-Nadine Wildroot.

Trustee Cheryl Rhodes moved on behalf of the committee that the bills be paid. Motion carried.

There was nothing given for the Good of the Order.

Closing ceremonies were conducted. The next meeting will be May 13 at 7:00 at the Post Home when Post Commander John George will be present to install the VFW Auxiliary officers for 2016-17.

Respectfully submitted,

*Pauline Plant*

Secretary

\_\_\_\_\_  
[Date approved]

Minutes Audited on \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sample Bulleted Minutes

Date: 4/14/2015 Regular/Special Meeting  
 Called to order by Madam President Nadine Wildroot @ 7:05 p.m. Other Attendees/Guests:  
 Total Number of members present for meeting: 7 \_\_\_\_\_  
   No Guests/No other members present \_\_\_\_\_  
 President-Nadine Wildroot list officers P \_\_\_\_\_  
 Sr. Vice-Bill Field “ \_\_\_\_\_  
 Jr. Vice -James Smith “ \_\_\_\_\_  
 Treasurer-Alice Wood “ \_\_\_\_\_  
 Secretary-Pauline Plant “ \_\_\_\_\_  
 Chaplain-Mabel Jones “ \_\_\_\_\_  
 Conductress-Cheryl Rhodes “ \_\_\_\_\_  
 Guard-Amber Garcia A \_\_\_\_\_  
 Historian-Twila Garcia A \_\_\_\_\_  
 Patriotic Instructor-Shirley White house P \_\_\_\_\_  
 1 Year Trustee-Shirley Whitehouse “ \_\_\_\_\_  
 2 Year Trustee-Mabel Jones “ \_\_\_\_\_  
 3 Year Trustee-Cheryl Rhodes “ \_\_\_\_\_

Opening Ceremonies:    were conducted \_\_\_\_\_  
 Reading of minutes of previous meeting:  
   Approved as read   X   Approved as corrected

Petitions/Voting for new memberships: None \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Treasurer’s Report: Dated: 4/14/2015  
 Balance last report:    \$500.00 \_\_\_\_\_  
 Receipts:    \$145.00 \_\_\_\_\_  
 Disbursements:    \$9.50 \_\_\_\_\_  
 Balance on hand:    \$635.50 \_\_\_\_\_

[A copy of the Treasurer’s detailed report shall be incorporated into the minutes.]

Presentation of Bills:  
 \$25.00 to Walmart for paper plates, napkins, etc. ; \$75.00 to Walmart for softballs for men’s and women’s teams; \$35.50 to VFW Store for membership pins \_\_\_\_\_

Communications:    President’s Message    and    Thank you’s from Mabel Jones and Bill Field for flowers, calls, and visits were read.  
 \_\_\_\_\_

Committee Reports: Chairmen summarized information from Dept. Chairs and National Ambassadors  
Trustee Cheryl Rhodes read the audit report and moved on behalf of the committee that the audit report be approved. Motion carried. [A copy of the audit report attached to minutes]

Unfinished Business:

None

New Business: The Charter was draped in memory of Past National President Lucile Suchina of Texas.

Election of Officers was held: President-Bill Field; Sr. Vice-Mabel Jones; Jr. Vice-Cheryl Rhodes; Chaplain-Nadine Wildroot; Conductor-James Smith; Guard-Twila Garcia; Three Yr. Trustee-Nadine Wildroot

Installation of Officers at the May meeting

No other new business

Report of Trustees Bills

and action thereon:

Trustee Cheryl Rhodes moved on behalf of the committee that the bills be paid.

Good of the Order:

Guests speak:

None

Closing Ceremonies: were conducted

Next meeting scheduled:

May 13, 2015 @ 7:00 p.m.

Post Commander John George will install 2016-17 VFW Auxiliary Officers.

Respectfully submitted,

*Pauline Plant*

Secretary

Date \_\_\_\_\_

Audited by:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

## **“HOW TO” GUIDES**

The following pages include “How To” Guides for:

- ✓ Creating a login for the national website for the VFW Auxiliary
  
- ✓ Inputting your Auxiliary’s installation report online
  
- ✓ Inputting your Auxiliary’s Delegates and Alternates to National Convention

The information in this section may have been forwarded to you previously by your Department Secretary and/or she may have given schools of instruction on each of these topics.

But for those Auxiliary Secretaries who have not read those materials as forwarded by your Department Secretary, you now have a copy which you can follow step-by-step in order to use the information found behind “login” such as inputting an installation report and National Delegates and Alternates as well as learning to use other tools/reports such as those found in the Reporting Center, Officers Tools, the Emblem Branding Center, and the Program and Publicity Resources.



# VFW Auxiliary Web Site Login

Go To [www.vfwauxiliary.org](http://www.vfwauxiliary.org)

Home Page

Click Member Login

VFW Auxiliary | Unwavering Support for Uncommon Heroes® 816.561.8655

**VFW AUXILIARY**  
UNWAVERING SUPPORT FOR UNCOMMON HEROES®

HOME JOIN US ABOUT US WHAT WE DO EVENTS SCHOLARSHIPS BLOG MEDIA CONTACT US MEMBER LOGIN

Everything you need for **Memorial Day** from the **VFWSTORE**  
www.vfwstore.org  
1-800-821-2606

Click here to visit the VFW Store!

2015-2016 National President Francisca Guilford

FRANCISCA GUILFORD  
NATIONAL PRESIDENT

**Join Us**  
AND SERVE AMERICA'S UNCOMMON HEROES

## IF YOU HAVE NOT ALREADY CREATED A WEB SITE LOGIN

Click on the link "Create VFW Auxiliary Web Site"

**VFW AUXILIARY**  
UNWAVERING SUPPORT FOR UNCOMMON HEROES®

Member Portal

**Login Required**

The page you are attempting to access requires a Veterans of Foreign Wars Auxiliary web site login.

Please enter your login information below. If you do not have a web site login, click the following link [Create VFW Auxiliary Web Site Account](#).

login  
e-mail address  
password  
Login  
 remember me  
[forgot your password?](#)

**Account Activation**

Some areas of the VFW Auxiliary website are for our members only. If you have not yet activated your account, please click this link [Create VFW Auxiliary Web Site Account](#) and be prepared to provide the following information:

- Name
- Email Address
- Auxiliary Number
- Zip Code
- VFW Auxiliary Member ID

Your account becomes active upon completion of the account setup process.

If you do not have an email address, you can obtain one from a free service. There are many services available and the **VFW Auxiliary National Headquarters does not recommend any particular email provider**. Some companies which provide email include:

- Yahoo
- Hotmail

VFW Auxiliary National Headquarters - 406 West 34th Street, 10th Floor, Kansas City, MO 64111  
Phone: 816-561-8655 - Fax: 816-931-4753 - Email: [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org)  
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VFW Auxiliary Account Activation

To access your personal VFW Auxiliary account on the web site, you will need to create a user login and password. You will need to provide us with your member ID, name, primary address zip code, and Auxiliary number (or member at large organization code to verify your account). **All fields are required to verify your user identity.**

Please verify that all of your information is accurate before submitting.

[Tips on Creating a Login](#)

To create your VFW Auxiliary account, enter the following information and click Continue:

Member ID:

Last Name:

Primary Address Zip Code:

Auxiliary Number:

Note: If you are a Member-at-Large of a Department, enter your two character state abbreviation (e.g. MO) in the Auxiliary Number field. If you are a Member-at-Large of National, enter HQ.

If you have questions regarding the account activation process, please contact the VFW Auxiliary National Headquarters at (816) 561-8655.

.WizardTitleSeparator



- [Member Logout](#)
- [Delegate Selection](#)
- [Department Directory](#)
- [Department Dues](#)
- [Disciplinary Action Forms](#)
- [Emblem Branding Center](#)
- [Event Registration](#)
- [Installation Reports](#)
- [Membership Center](#)
- [Membership Recruitment & Retention](#)
- [MemStats](#)
- [My Committees](#)
- [My Profile](#)
- [My Transactions](#)
- [Name/Address Changes](#)
- [Officer Tools](#)
- [Online Auxiliary Academy](#)
- [Program & Publicity Resources](#)
- [Reporting Center](#)

The decision has been made to allow only Department Secretaries/Treasurers to make Name/Address Changes online. If you have any questions please contact your Department.

VFW Auxiliary Member Information

Profile Information

Janice G Criswell  
Wheatland Auxiliary 2864

Address Information

Primary Address:

3176 Woodview Ridge Dr Apt 205  
Kansas City, KS 66103-3632  
UNITED STATES

Contact Information

Primary phone: (816) 799-7070

Primary email: [jcriswell@vfwauxiliary.org](mailto:jcriswell@vfwauxiliary.org)

[Change My Password](#)



**Browser List—**

Only the VFW Auxiliary President, Secretary, or Treasurer will have access to the secure areas. The Membership Center is for Departments only. See your Treasurer's Guide for more information. The Treasurer's Guide may also be printed from the Web Site.



**VFW AUXILIARY SECRETARY:**

***DATA ENTRY/VFW Auxiliary Installation Reports 2016-17***

**\*\*IMPORTANT NOTE\*\*** If new officers are already in place for the new term. **STOP**, they have already been entered by National Headquarters or the Department upon receipt of the Installation Report. Please **DO NOT** re-enter, as duplicates will be created.

**The current Auxiliary Secretary term year 2016-17 must enter the new term officers for 2017-18 by 6/30/17, or the Report of Installation must be sent to Department and/or National for entry.**

1. LOGIN
2. Click Installation Report from the Brower List
3. Enter VFW Auxiliary Number
4. Click "Go."

Member Logout  
Delegate Selection  
Department Directory  
Department Dues  
Disciplinary Action Forms  
Emblem Branding Center  
Event Registration  
Installation Reports  
Membership Center  
Membership Recruitment & Retention  
MemStats  
My Committees  
My Profile  
My Transactions  
Name/Address Changes  
Officer Tools  
Online Auxiliary Academy  
Program & Publicity Resources  
Reporting Center

Acronym:

Select an organization listed below or enter the acronym above to narrow your results.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49

AK - Department of Alaska  
AL - Department of Alabama  
AR - Department of Arkansas  
AZ - Department of Arizona  
CA - Department of California  
CO - Department of Colorado  
CT - Department of Connecticut  
DC - Department of Dist of Col.  
DE - Department of Delaware  
FL - Department of Florida  
GA - Department of Georgia  
HI - Department of Hawaii  
IA - Department of Iowa  
ID - Department of Idaho  
IL - Department of Illinois  
IN - Department of Indiana  
KS - Department of Kansas  
KY - Department of Kentucky  
LA - Department of Louisiana  
MA - Department of Massachusetts  
MD - Department of Maryland  
ME - Department of Maine  
MI - Department of Michigan

**Member Portal**

**VFW AUXILIARY**  
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5. Double click on Auxiliary Name and Number, highlighted in green.

Member Logout  
Delegate Selection  
Department Directory  
Department Dues  
Disciplinary Action Forms  
Emblem Branding Center  
Event Registration  
Installation Reports  
Membership Center  
Membership Recruitment & Retention  
MemStats  
My Committees  
My Profile  
My Transactions  
Name/Address Changes  
Officer Tools  
Online Auxiliary Academy  
Program & Publicity Resources  
Reporting Center

Acronym:

Select an organization listed below or enter the acronym above to narrow your results.

1000 - Fraas-Fain Auxiliary 1000

**VFW AUXILIARY**  
UNWAVERING SUPPORT FOR UNCOMMON HEROES®

Next, enter current information reported on the Report of Installation: Date of Installation; Continuous Annual Dues amount; Meeting information; and EIN number. To make changes, highlight the field and type over. Click "Save."

**Auxiliary Installation Report** | Installation Report

**demographic information**

organization name: Fraas-Fain Auxiliary 1000  
 organization type: Auxiliary      acronym: 1000  
 institution date: 2/7/1933      83 years ago  
 institution city:      institution state: MO  
 perpetual charter date: 5/17/1988  
 installation date: 5/14/2015      EIN #: 44-0534680  
 dues amount: \$25.00  
 action date:      reason code:  
 meeting day/night: 2nd Thursday      meeting time: 7:00pm  
 meeting place: 1002 E Hwy 24  
 meeting city: Independence      state: MO      zip: 64050

Save   Cancel   Add Officer   Export Officers

---

**related organizations**

Organization Name	Organization Type
District 5 Department of Missouri	District
Department of Missouri	Department

---

**current & future officers**

Officer Name	Position	acting	Start Date	End Date	
Likely Priscilla A	President		04/01/2016	06/30/2016	<a href="#">edit</a>
Oliver Shirlene A	Treasurer		07/01/2012	06/30/2016	<a href="#">edit</a>
Walker Karen	Secretary		07/01/2012	06/30/2016	<a href="#">edit</a>

---

**past officers**

Officer Name	Position	Acting	Start Date	End Date
Glebe Diane	President		07/01/2012	04/01/2016

7. See Current and future officers/Officer Name: If newly elected officers are same as current, click "edit." One click will renew officer term and default end date to one year ahead. Click "Save."

**New Officer**

8. To add a new officer for the new term year, click "Add Officer." Type Member ID number or First and Last Name. Click "Go."

Add Officer - Search  
 Please use the fields below to search for Auxiliary and Members that you wish to add as a future Officer.

You are searching for members related to Fraas-Fain Auxiliary 1000

[<<back to organization profile](#)

Member #:   
 Last Name:   
 First Name:

9. Click on "Individual's Name."

Add Officer - Search Results

[<< back to search](#)

**Janice G Criswell**  
 Wheatland Auxiliary 2864  
 Member #: 33009

10. See Auxiliary Officer/relationship type, click drop down arrow, choose type and click. Type in the start date of 07/01/17 and the end date of 6/30/18 for the new term year. Click "Save."

**Auxiliary Officer Relation** | Installation - Officer Relation

relationship

individual: Janice G Criswell

organization: Wheatland Auxiliary 2864

relationship type: Secretary

start date: 07/01/2016

end date: 6/30/2017

Save Cancel Return to Search

See new officer position under current & future officers. (Note the end dates below are for 2017, but you will be entering for the year ending 6/30/18.)

current & future officers				
Officer Name	Position	acting	Start Date	End Date
Rietcheck Carol	President		07/01/2012	06/30/2017
Schwarz Rita K	Treasurer		10/27/2013	06/30/2017
Criswell Janice G	Secretary		07/01/2016	06/30/2017
Pratt Angie	Secretary		07/01/2015	06/30/2017

**\*\*Note\*\***--As of 7/01/17, Officers with a 6/30/17 end date will drop down to show in Past Officers file.

**Current Officer-position change**

11. To change position of current officer, click "Add Officer," type in name or ID number, click on name, go to membership type, click drop down arrow, click type and click. Type the correct start date and correct end date for the new term year. Click "Save." [Use this same procedure for a new officer.]

**ENTRIES ARE NOW COMPLETED!**

**NOTES:**

The decision has been made to allow only Department Secretaries or Treasurers to make Name, Address, and contact information changes online.

It is of vital importance that the Auxiliary notify the Department of any officer changes or address changes for President, Secretary, or Treasurer during the term year. Please complete the Officer Change or Correction form.

**\*\*Note\*\***--email addresses are particularly important; please be accurate when entering them.

# Elected Delegate Selection Process



This document outlines the process for selecting your elected Delegates and Alternates for the upcoming National Convention. These selections of those elected are stored by National Headquarters until the following year when elections for the next National Convention are taking place.

# Search for elected member to select as a Delegate or Alternate

Member Logout  
My Committees  
My Profile  
My Transactions  
Department Dues  
Department Directory  
Add New Member  
Installation Reports  
Name/Address Changes  
**Delegate Selection**  
Upcoming Events  
Reporting Center  
Officer Tools  
Online Store

Member #:   
First Name:   
Last Name:   
Organization Acronym:

Assigned Delegates			
Member #	Name	Organization Name	Delegate Type

Search Results			
Member #	Name	Organization Name	Delegate Type

1. Click on “Delegate Selection”
2. Fill in at least one piece of search criteria
3. Click on the GO button to perform the search

# Select elected member to set as a Delegate or Alternate

- Member Logout
- My Committees
- My Profile
- My Transactions
- Department Dues
- Department Directory
- Add New Member
- Installation Reports
- Name/Address Changes
- Delegate Selection
- Upcoming Events
- Reporting Center
- Officer Tools
- Online Store

Member #:

First Name:

Last Name:

Organization Acronym:

Assigned Delegates			
Member #	Name	Organization Name	Delegate Type

Search Results			
Member #	Name	Organization Name	Delegate Type
33009	Janice G Criswell	National Headquarters	
33009	Janice G Criswell	Wheatland Auxiliary 2864	



1. Click on the member ID number of elected member

# Choose Delegate or Alternate

**Member Logout**  
**My Committees**  
**My Profile**  
**My Transactions**  
**Department Dues**  
**Department Directory**  
**Add New Member**  
**Installation Reports**  
**Name/Address Changes**  
**Delegate Selection**  
**Upcoming Events**  
**Reporting Center**  
**Officer Tools**  
**Online Store**

## LAVFW Delegates Selection | Delegate Profile

**Personal Information**

organization: Wheatland Auxiliary 2864  
member id: 33009  
first name: Janice  
middle name: G  
last name: Criswell  
deceased? No

delegate selection:  (dropdown menu open showing: None, Delegate, Alternate)

1 → 2 → 3

1. Select Delegate or Alternate
2. Click Save or Apply
3. Clicking on Cancel will load the search screen

See current selections and setup additional elected representatives as needed

Member #:

First Name:

Last Name:

Organization Acronym:

Go

Assigned Delegates			
Member #	Name	Organization Name	Delegate Type
33009	Janice G Criswell	National Headquarters	Delegate
33009	Janice G Criswell	Wheatland Auxiliary 2864	Delegate

Search Results			
Member #	Name	Organization Name	Delegate Type

1. Current elected members will be listed here
2. Repeat the outlined steps to add another Delegate or Alternate

**Once an elected member is selected, that change is no longer editable online. Any changes to an elected representative will need to be made with National Headquarters well in advance of National Convention.**