

## Chief of Staff

### Extension & Revitalization



The objective this year is to maintain our current Auxiliaries. We do not want to lose one Auxiliary as we bring in another. I will be assisting any Auxiliary that is not meeting the requirements of the National Organization.

The National Organization requires 5 things from each Auxiliary:

1. You must have at least ten business meetings per year. At least five members in good standing (of your Auxiliary) are needed to have a quorum for each meeting.
2. Dues should be paid for at least ten members on or before February 1 of the current year.
3. Quarterly Audits by Trustees must be submitted on time. Please try to take advantage of the Early Bird Audit program.
4. Officers must be elected, installed, and reported to National no later than June 30. This generates your Bond application.
5. The offices of the President & Treasurer **MUST** be bonded by August 31. Please contact me **immediately** if you need assistance.

Further information can be found in the current Podium Manual (new edition usually available in November). Please contact me if you need help finding what you need to know. It is also helpful go to the National website, [www.vfwuxiliary.org](http://www.vfwuxiliary.org), create a member login, and review the information under The Healthy Auxiliary Tool Kit and Building on the VFW Auxiliary Foundation. This will provide you with much needed information to help your Auxiliary succeed. Contact me if you need help.

Should you know of a Post without an Auxiliary, I would like to know about them so I can contact them about the importance of having their own Auxiliary.

National will be awarding a \$25 VFW Store Gift Certificate to one member in each Conference who assisted the Dept Chief of Staff with a struggling Auxiliary.

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# Chief of Staff

## Extension & Revitalization Report Form

Date of Report \_\_\_\_\_ Auxiliary# \_\_\_\_\_  
District# \_\_\_\_\_ Group# \_\_\_\_\_  
Auxiliary President Name & Phone # (please print) \_\_\_\_\_

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1. Have the Officers been elected and installed? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has the Installation Report been forwarded to Department and National Headquarters? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are the Offices of the President and Treasurer Bonded? Yes \_\_\_\_\_ No \_\_\_\_\_
4. How many business meetings has your Auxiliary had this year? \_\_\_\_\_
5. Have your District Dues been paid? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Have Quarterly Audits been submitted to the Dept Treasurer?
  - a. April 1, 2022 – June 30, 2022 Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. July 1, 2022 – September 30, 2022 Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. October 1, 2022 – December 31, 2022 Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. January 1, 2023 – March 31, 2023 Yes \_\_\_\_\_ No \_\_\_\_\_
7. How many Auxiliary members have gone above and beyond? Please include a list of names. \_\_\_\_\_
8. Has your Auxiliary used the resources/materials available on the National VFW Auxiliary website \_\_\_\_\_
9. Has your Auxiliary requested assistance from the Chief of Staff for help with an issue? \_\_\_\_\_

Explanations and descriptions requested. Use extra pages if necessary.

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