

The DAV Auxiliary: Who We are & What We do for you

WHAT IS THE DAV AUXILIARY

- A nonprofit association founded in 1922 by women who saw a need for assistance to the families, widows and orphans of disabled veterans, as well as the veterans themselves. Over 1,000 auxiliaries have now been established across the country.
- The national Auxiliary programs are not funded by the United States government, but depend totally on dues and contributions of its membership.
- The DAV Auxiliary is nonpolitical and does not endorse political candidates.
- National headquarters is located in Cold Spring, Kentucky.

WHO CAN BELONG

- Spouse, surviving spouse, parents, siblings, children, grandparents, grandchildren and great grandchildren of veterans who were disabled or died in military service, as well as veterans who belong to the DAV.
- Children, grandchildren, and great grandchildren of Auxiliary members, who are under 18, may also belong to the Auxiliary's Junior Organization.
- No honorary or social members.

SERVICES TO DISABLED VETERANS, THEIR DEPENDENTS AND SURVIVORS

- **Benefits**: The DAV Auxiliary works closely with DAV National Service Offices throughout the country in an effort to make sure all disabled veterans and their families receive all of the benefits and services they're entitled to by law.
- **Legislation**: Auxiliary members fight to protect and improve legislation involving benefits earned by disabled veterans.
- **VA Voluntary Service**: DAV and Auxiliary members donate more than 1½ million hours annually to volunteer work at VA medical facilities and are constantly recruiting new volunteers for this program.
- **Transportation**: Auxiliary members are very involved within the DAV's transportation system by serving as hospital service coordinators and van drivers.
- **Education Loans**: Interest-free loans up to \$2,500 to be paid back in easy installments after graduation. Those who apply must meet the eligibility requirements.
- **Service/Support Fund**: Provides financial assistance to those auxiliary members who meet the eligibility requirements.

How to Form an Auxiliary

To the

Disabled American Veterans



- Requirements
- How to Form
- Issuing & Presentation of the Charter
- Junior Charters
- Application for Charter
- Chapter Consent Form
- Temporary Officer Form

Information Regarding the Formation of New Disabled American Veterans Auxiliaries

There are several requirements necessary in order to charter a new DAV Auxiliary Unit. They are:

1. The Chapter must first give their consent for said Auxiliary by signing the Chapter Consent Sheet and Charter application.
2. There must be no less than ten **new** senior members for an Auxiliary charter to be issued.
3. Once the requirement of ten new senior members has been met, and before the charter is issued, the names of any transfers and juniors may be included.
4. The full amount of annual dues must be sent to National Headquarters with the following:
 - A completed application for each new senior member.
 - Forms for each transfer member and, if applicable, any junior applications.
 - Chapter consent and charter application properly signed by the Chapter Commander and Chapter Adjutant.
 - A \$25.00 charter fee for issuance of the charter.

Upon completion of the above requirements, send all pertinent data to:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

JUNIOR CHARTERS

National headquarters does issue special Junior Auxiliary Charters. There is no charter fee or application for this, but one requirement is that there are at least ten paid junior members in the Unit before a request is made for a charter. No junior may be a charter member unless their dues are paid for the current membership year. The request should be sent in letter form to National Headquarters along with a list of the junior members.

HOW TO FORM A DAV AUXILIARY

The incentive for the formation of an Auxiliary Unit comes from the DAV members who have recognized the desirability of having an Auxiliary organized for their Chapter. The first purpose of an Auxiliary is to aid the DAV Chapter to which it is affiliated in the carrying out of the programs as outlined by the national organization. The Auxiliary Unit is an auxiliary body to the local chapter and takes the Chapter's name and also its number. An Auxiliary can only be organized under the authority of, and in connection with, the DAV Chapter.

When a DAV Chapter has gone on record as favoring the organization of an Auxiliary Unit, it is requested that a copy of the Chapter Consent sheet specifically recommending the formation of the Auxiliary

be sent to our National Adjutant. The resolution must be duly signed and dated by both the DAV Chapter Commander and Adjutant. The charter application must also be sent and it shall contain at least ten new senior members (over the age of 18).

When the time and place of the organization meeting have been decided, a cordial invitation to attend the meeting and become a charter member of the Auxiliary should be sent from the Chapter to every eligible person, namely: the spouses, parents, siblings, children, grandchildren, great grandchildren, and grandparents of the disabled veteran. Adequate publicity should be given the meeting through newspapers and through other channels if possible.

If a State Department Auxiliary officer is able to attend the meeting, they should open the meeting and briefly outline the nature and purpose of the Auxiliary. The Chapter Commander and Adjutant should be given an opportunity to speak.

Next in order is the election of a temporary Commander, who shall appoint a temporary Adjutant. These officers would then take charge of the meeting.

All members present at the meeting shall receive the Membership Initiation. This can be given by an elected officer or a past commander of an Auxiliary in good standing. No member of the DAV can give the Membership Initiation or install any member of the Auxiliary. The temporary Commander should then ask for nominations for the following offices: Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, and Chaplain.

Eligibility for Auxiliary Membership: The spouse, surviving spouse, parent, sibling, child, grandchild, great grandchild, and grandparent of anyone who dies or was wounded, gassed, injured or disabled in the line of duty while in the service of either the military or naval forces of the United States

of America during time of war, are eligible for membership in the DAV Auxiliary. Children, grandchildren, and great grandchildren of members of the Auxiliary, who are not otherwise eligible for membership in the Auxiliary, shall be eligible in either the senior or junior group. Any person who is eligible for the DAV is also eligible for the Auxiliary, but may only vote and/or hold office in one side of the organization.

Junior Members are relatives of disabled veterans or Auxiliary members who have not yet reached their 18th birthday. There is a \$3.00 national per capita tax for each Junior member which must be submitted with the *National* copy of the Junior application. It is the responsibility of the Auxiliary unit to send the *State Department* copy along with their per capita tax, if applicable, to their respective State Department Headquarters. Since the unit has the right to set its own dues for annual seniors, any monies collected over and above the National and State Department per capitas will be redistributed to the unit by National Headquarters after processing.

PRESENTATION AND ISSUING OF THE CHARTER

When National Headquarters receives all of the necessary applications, consent sheet, dues, and charter fee, they will immediately send the charter to the State Department Auxiliary Commander for signature and presentation. The State Auxiliary Commander will contact the new Auxiliary with reference to a charter presentation date and time.

An Auxiliary supply kit will be mailed directly to the Commander of the new Auxiliary. If a Commander's name is not provided when the request for a charter is made (officer form is enclosed), the supply kit will not be sent until National Headquarters receives the list of officers. Complete information on the functioning of the auxiliary will enable

the Auxiliary Unit to operate in accordance with the instructions previously outlined.

Upon receipt of your charter, you should arrange to have your officers installed. Qualified installing officers for the Auxiliary are: Any Auxiliary National Officer, Auxiliary Past National Commander, Auxiliary National Executive Committee Member, Auxiliary elected State Officer, Auxiliary Past State Commander, Auxiliary Unit Commander, or Auxiliary Past Unit Commander. (The Commander-elect usually selects the installing officer who must be one of the foregoing officers and a member of the Auxiliary in good standing.) The Auxiliary Ritual is used in all installations.

When sending the charter application, it is always wise to send a typewritten copy of the names and addresses as well so that they may be easily read, and in order to avoid mistakes in typing the charter itself. (If a typewriter or computer is not available, be sure to plainly print each name and address legibly.)

To The National Headquarters
Disabled American Veterans Auxiliary

_____ Chapter No. _____
(Name of Chapter)

_____, _____
(Name of City) (State)

Approves the formation of an Auxiliary to their Chapter.

We hereby request the National Auxiliary Headquarters to grant a Charter for this Auxiliary.

Chapter Commander

Chapter Adjutant

Date: _____

**Immediately following election,
Please complete this form and mail to:**

National Headquarters
DAV Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076

Date: _____

Unit Number: _____

Unit's Annual Dues: _____

State of: _____

Our current officers for your records are:

Commander

Name (First and Last)

Address

City, State, and Zip Code

Area Code and Telephone Number

Adjutant

Name (First and Last)

Address

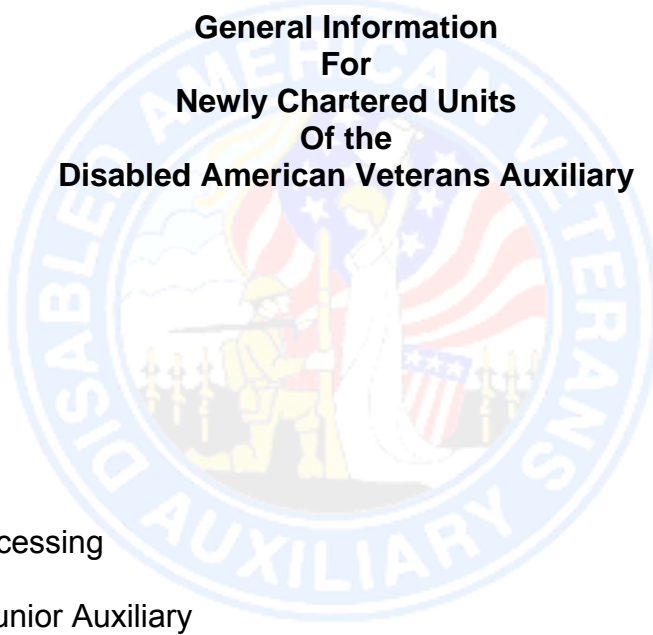
City, State, and Zip Code

Area Code and Telephone Number

The Adjutant shall receive all mail. It will be the Adjutant's responsibility to bring it to the unit meeting, make it available for all unit members, and see that it is distributed to the proper officers.

Date

Commander's Signature

The seal of the Disabled American Veterans Auxiliary is a circular emblem. It features a central figure of a woman in a white dress holding a torch, standing on a pedestal. Behind her is an American flag. The words "DISABLED AMERICAN VETERANS" are written in a circle around the top, and "AUXILIARY" is written at the bottom. The seal is light blue and serves as a background for the title text.

**General Information
For
Newly Chartered Units
Of the
Disabled American Veterans Auxiliary**

Keep in Unit Files

Contents.....

Membership Processing

Formation of a Junior Auxiliary
Remitting Junior Payments

Miscellaneous Information

The staff at our National Headquarters office is only too happy to assist you in any way. For any information or assistance, feel free to contact National Headquarters.

Contact information:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

(859) 441-7300 (Office)
(859) 442-2095 (Fax)
dava@davmail.org

Procedures to Follow for Membership Processing

New Senior Members: Payments for new senior members must be accompanied by a completed application form properly filled out and signed by both the applicant and sponsor. The membership year for which payment is being made **must** appear on the application or it will be processed for the current membership year which would end on June 30.

Renewing Annual Seniors: Payments for annual members must be accompanied by an application form giving name, current address, and membership code number. Be sure to check the appropriate box indicating it is an annual payment. Do not forget to indicate the correct fiscal year. Payments can also be processed when submitted with a dues notice. However, if there are any corrections such as change of name, change of address, etc., it must be indicated on the notice. If application or notice is not available then remit payment along with letter showing the correct name of the member, correct address, membership code, and fiscal year for which payment is being submitted.

Junior Members: Every junior membership payment must be accompanied by an application. This is true whether it be a new or renewal of a junior member. Once the application is completed indicate whether it is new or renewal. Submit the amount of \$3.00 only to National Headquarters. The State copy should be sent directly to the state department with the state per capita tax, if applicable. Any junior who will be eighteen during the current membership year can no longer be a junior member but must convert to a senior membership.

Life Members: In order to process a life membership it is imperative that we have the date of birth. This is true even if an annual member is converting to a part-life or full-paid life membership. If we do not have the date of birth, the membership will be processed for the full amount and a letter will be sent from National Headquarters asking for the member's date of birth. Once we have received this information, the membership will be adjusted to reflect the correct amount. When making payments on a part-life membership, submit the notice sent out to you from national headquarters, or when writing to us with your payment indicate name and code number. Life membership must be paid in full within three full membership years. If a member begins and pays their life membership in full within one membership year (July 1 to June 30), they will receive a free life membership pin. Be sure to mark the appropriate box on the application for new life or life payment.

Applications for membership are free of charge.

Inquiries: Whenever you have reason to write about any member, always give their name, address, and code number. This is true whether you are reporting a death, address change, name change, replacing a membership card, etc. The complete information is necessary.

Membership Year: Remember that our membership year is always from July 1 of the current year until June 30 of the following year. It is imperative that you indicate the membership year when submitting payments.

Officer Information: When sending in a name or address change for an officer of your unit, indicate the office they now hold in order that we can properly change all our records on file.

All correspondence submitted to national headquarters must have your name, address, and phone number, plus your unit number and state. We cannot respond if we do not have this information.



How to Form a Junior Auxiliary Unit

Any chartered Auxiliary unit may request a Junior Charter from National Headquarters, without charge, providing they have at least ten Junior members paid for the current membership year.

There is no charge for a Junior Charter, nor is a special form required. Only a written request is needed from the Unit.

Junior members do not have any vote at national, state, or local senior meetings; however, they do count towards quota. They can be a great asset to any senior Auxiliary by helping them in so many ways such as helping with special events or affairs, volunteering at the medical centers, if their age is acceptable, and other various duties.

There is no special membership pin for Juniors. They may, however, wear the regular DAV Auxiliary membership pin.

Junior members become senior members at the beginning of the fiscal year in which their 18th birthday falls. Refer to the national bylaws for further Junior information.

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Correct Procedure for Junior Payments to National and Department Headquarters

For National processing -- Complete the membership application and send the top portion along with \$3.00 to National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076. Mark the form appropriately (i.e., New or Renewal). Be sure to write the membership year(s) being paid. If the junior is new, the application must be filled out completely. If a renewal, send application giving name, code number, and indicate it is a renewal.

For State Processing – Send the State copy to your State Department with their per capita tax. (Each state has a different per capita tax for Juniors; check with your State Adjutant for the amount, if any.)

Unit part of the application is to be kept in Unit files.

Remember, send \$3.00 only to National Headquarters. Since distribution is not made on a Junior membership any amount over the national per capita of \$3.00 will be retained by National Headquarters and credited to donations.

Important Auxiliary Information Keep in Unit File

Mandates --- Each year the unit must pay a National Mandate. The mandate is automatically taken from the unit membership disbursement.

These are the programs that make up the mandate of \$25.00 paid by each unit:

Convention Expenses – \$12.50 per year
Service Support Program – \$6.00 per year
Education Loan – \$6.50 per year

Officers – When the unit's annual election has taken place, it is imperative and necessary that National Headquarters be notified so that we may update our records. The appointed Adjutant will receive all mail from National Headquarters and it is important to remember that this is unit mail and must be brought to all meetings in order to keep the membership informed.

An Officer Report Form is sent out to each unit on an annual basis to be completed after their election. The form has three copies and an original. The original copy is sent to National Headquarters, one copy to State Dept. – DAVA, one copy to State Dept. – DAV, and the last copy for the unit files. Failure to complete and submit this form on an annual basis after the unit election will result in the unit being placed on hold or possible suspension until the information is received at National Headquarters.

Who needs an application? -- Any junior or senior member whose dues are being submitted to National Headquarters for processing.

Hats, Flags, etc. – Any items such as hats, flags, forget-me-not supplies, etc., are ordered through the DAV and not the Auxiliary. In this case you would make the check payable to the DAV and earmark on the check and also on the order form or in your letter what is to be purchased.

Remitting checks – Any checks sent to National Headquarters for memberships, orders, mandates, donations, etc., can be combined in one check as long as a letter of instruction is also submitted. Make the check payable to "DAV Auxiliary National Headquarters" and not to any person or fund.

Remember that on most of the forms from National Headquarters you will find there are instructions to assist you when completing them. Should you still have any questions, just contact National Headquarters.

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076
Phone: (859) 441-7300
Fax: (859) 442-2095
E-mail: DAVA@davmail.org

Miscellaneous Forms/Information

The unit Adjutant receives all mail. However, this is unit mail and not personal property of the Adjutant and is to be brought to each meeting. Following is an explanation of forms which the unit Adjutant will receive throughout the year.

Membership List indicates all members of the unit as of the date of the report. This will be received every six months, July 1 and December 31. (The member count at the bottom of the report will not agree with the Distribution Report since the Membership List includes active, delinquent, inactive and transfer in, etc.)

Activity Report is sent to the unit each month (providing there was any activity during that month) which details activity of the membership such as new members, payments, changes of address, transfer in and transfer out, unclaimed, deceased, etc. It is important that you update this information on the Membership List in order to keep your membership roster current. It is important to check this activity report for those members who have been “unclaimed” which indicates that mail has been returned to us by the post office due to an incorrect address.

End of Month Mailing is sent out each month with various chairmen reports and a short newsletter called *Happenings at Headquarters*. The Activity Report, Chairmen Reports, and any other important information for the unit will be sent out at the end of the month.

Officer Report must be completed after the annual election is held. It is important when holding an election that all members are paid not only for the current membership year but for their entire term of office.

Financial Report is prepared by the Treasurer and shall be audited by an audit committee composed of unit members. This must be sent in each year and the unit itself must determine its fiscal year such as March 31 – April 1, February 1 – January 31, etc.

Distribution Report indicates how much money is accruing for your unit. However, it is deposited into your bank account every quarter. You will receive a form that must be filled out by the unit and the bank indicating the unit name and account number so that it can be deposited. Refer to this report for total paid membership.

National Convention Delegate Form and Credentials will be sent to the unit at the end of March for any elected delegates and alternates that may attend the national convention. There will be a letter explaining what is to be sent to national headquarters and what is to be given to the delegates and alternates. Please read it carefully.

At the National Convention, bylaw amendments are usually submitted and voted on and it is imperative that the unit order new bylaws every year since there are always changes in officers, national executive committee members, as well as the amendments to the bylaws. These are usually ready for distribution sometime in October or November and notification of this will be sent to you in the month-end mailing.

The National Fall Conference is held each year and any member may attend. The information for this Fall Conference will be sent in a month-end mailing and also printed in the DAV magazine.

Annual Report Forms – If applicable, your state department will send your unit a set of reports which are to be filled out indicating the activity of your unit for the year. Follow the instructions and complete the reports.