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2017-2018 National Officers

National Commander	William Craig Johniken
National Senior Vice Commander	Ellen L. Timmerman
National 1 st Junior Vice Commander	Diane J. Franz
National 2 nd Junior Vice Commander	Lynn Helms Prosser
National 3 rd Junior Vice Commander	Carolyn A. Sensat
National 4 th Junior Vice Commander	Julie Weissman-Steinbaugh
National Judge Advocate	Donna M. Adams
Immediate Past National Commander.....	Frances J. Costa

2016-2017 National Executive Committee Members

NEC 1 st District.....	Elizabeth Eldridge
NEC 2 nd District.....	Terry Grabowski
NEC 3 rd District	Karen Rediker
NEC 4 th District	Linda Applegate
NEC 5 th District	Loretta J. Nosko
NEC 6 th District	Grace James
NEC 7 th District	Delores Roussey
NEC 8 th District	Charlene Williams
NEC 9 th District	JoAnn Atkinson
NEC 10 th District	Teresita Morey
NEC 11 th District	Judith Hezlep
NEC 12 th District	Carla Reynolds
NEC 13 th District	Douglas Noel
NEC 14 th District	Laurie Pekarik
NEC 15 th District	Velma Steinman
NEC 16 th District	Melissa Valdez
NEC 17 th District	Marilyn Hogue
NEC 18 th District	Carol Rundell
NEC 19 th District	Jenny Clark
NEC 20 th District	Christopher Easley
NEC 21 st District.....	Linda Oliver

2017-2018 Chairmen/Appointees

Americanism	Carolyn A. Sensat
Community Service.....	Julie Weissman-Steinbaugh
History	Ashley Johniken-Clark
Hospital.....	Linda Bailey
Junior Activities.....	Kimberly Stake
Legislative.....	Lynn Helms Prosser
Mae Holmes.....	Ellen Timmerman
Membership	Diane Franz
VAVS Representative	Melissa Pierce
VAVS Deputy	Terry Grabowski
Chaplain.....	Aura-Lee Nicodemus
Sergeant At Arms.....	Charlene Parker
Education Scholarship Fund Chairman	Frances Costa
Interim Constitution and Bylaws Chairman.....	Judy Steinhouse
Interim Constitution and Bylaws Committee	Darlene Spence
Interim Constitution and Bylaws Committee	AnnMarie Hurley

2017-2018 State Officers

	<u>Commander</u>	<u>Adjutant</u>
Alabama	Tamara Kirby	Carolyn Harris
Arizona	Robin Linton	Sharon Linton
Arkansas	Margaret Scott	Janet Vogle
California	Kimberly Stuhler	Julie Weissman-Steinbaugh
Colorado	Leslie Sandoval	Susan Miller
Delaware	Mary Wischmann	Sarah Kashner
Florida	Betty Hess	Diane Franz
Georgia	Linda Jimmerson	Kimano Harris
Hawaii	Heidi Shiozaki	Cheryl Kamihara
Idaho	Phyllis Diane Mason	Brenda Bodin
Illinois	Evelyn Couture	Kathryn Pasternik
Indiana	Terri Young	Tana Penland
Iowa	Kathy Weatherly	Melissa Pierce
Kansas	Kerin Brader	Marcella Storey
Kentucky	Linda Noel	Bonnie Martin-Duke
Louisiana	Shirley Mercer	Kathleen Wenthe
Maine	Joan Clark-Fournier	Katherine McDaniel
Maryland	Deborah Carns	Carol Simmons
Massachusetts	Diane Sullivan	Elizabeth Eldridge
Michigan	Carol Lee	Teresita Morey
Minnesota	Cindy Jones	LeeAnn Karg
Mississippi	Linda Rae Wilburn	Sandra Simpson Helms
Missouri	Icilda Marley	Linda Gerke
Montana	Julie Donohue	Marjorie Purkett
Nebraska	Loretta Hanson	Rebecca Bowman
Nevada	Beverly Baker	Carolyn J. Walker
New Hampshire	Jerilyn Maynard	Frances Clevette
New Jersey	Diane Davis	Edna Iverson-Long
New Mexico	Teresa Barr	Victoria Salazar
New York	Marian Sawdey	Theresa Grabowski
North Carolina	Rodger Nicely	Kimberly Knowlton
North Dakota	Bernadine Burke	Judy Steinhouse
Ohio	Marlene Swiebel	Joyce Hutchinson
Oklahoma	Jamie Parnell	Linda Oliver
Oregon	Vickie Partridge	Jenny Clark
Pennsylvania	Diane Freeman	Laurie Stopyra
Rhode Island	Deborah Burrows	Donna M. Folcarelli
South Carolina	Janet DeSantis	Ann Wilner
South Dakota	Verna Messerschmidt	Jacqueline Worth
Tennessee	Donna Cox	Lynda Shepherd
Texas	Charlene Parker	Darlene Spence
Utah	Beth Maughan	June Schow
Vermont	Pat Garrett	Aura-Lee Nicodemus
Virginia	Amy Bowser	Grace James
Washington	Carol Courreges	Judith Wright
Wisconsin	Jean Berna	Patricia Davis
Wyoming	Nancy Coffey	Ellen Byrd
Puerto Rico	Ana Pagan-Delgado	Noemi Burgos

Important Phone Numbers

Bereavement Counseling	1-202-461-6530
Civilian Health and Medical Program (CHAMPVA).....	1-800-733-8387
Education	1-888-442-4551
Federal Recovery Coordination Program	1-877-732-4456
Foreign Medical Program	1-888-820-1756
Headstones and Markers, Dept. of Veterans Affairs.....	1-800-697-6947
Health Care	1-877-222-8387
Homeless Veterans Help Line	1-877-222-8387
Home Loans	1-888-827-3702
National Cemetery Scheduling Office.....	1-800-535-1117
Presidential Memorial Certificate Program	1-202-565-4964
Special Health Issues	1-800-749-8387
Spinal Bifida/Children of Women Vietnam Veterans.....	1-888-820-1756
Telecommunication Device for the Deaf (TDD)	1-800-829-4833
VA Benefits.....	1-800-827-1000
VA Caregiver Support.....	1-855-260-3274
VA Life Insurance Service	1-800-669-8477
VA Pension Management Hotline.....	1-877-294-6380
VA Vet Center Call Center.....	1-877-927-8387
Veterans Crisis Line	1-800-273-8255

Important Websites

Burial and Memorial Benefits.....	www.cem.va.gov
Caregiver Support	www.caregiver.va.gov
CHAMPVA.....	www.va.gov/communitycare/
Education Benefits.....	www.benefits.va.gov/gbill/
Health Care Eligibility	www.va.gov/healthbenefits
Life Insurance	www.benefits.va.gov/insurance/
Memorial Certificate Program	www.cem.va.gov/pmc.asp
Mental Health	www.mentalhealth.va.gov
My Health Vet	www.myhealth.va.gov
National Resource Directory.....	www.nationalresourcedirectory.gov
Prosthetics.....	www.prosthetics.va.gov
Records	www.archives.gov/st-louis/military-personnel
Returning Service Members	www.oefoif.va.gov
State Departments of Veterans Affairs	www.va.gov/statedva.htm
Women Veterans.....	www.womenshealth.va.gov
VA Forms	www.va.gov/vaforms/
VA Home Page.....	www.va.gov
VA Vet Centers.....	www.vetcenter.va.gov
Veteran Employment and Training	www.dol.gov/vets/

Source: Federal Benefits for Veterans and Dependents and Survivors

DUTIES OF THE ADJUTANT
Constitution/Bylaws ARTICLE XI
DUTIES OF UNIT OFFICERS, Section 3: Adjutant

1. Keep the minutes of all the unit meetings (regular & special). Minutes should be signed and dated; read at the following meeting and again signed and dated when approved.
2. Keep the minutes of the unit Executive Board meetings and read them at the next unit meeting.
3. Handle all correspondence under the direction of the Commander.
4. Bring all correspondence including letters, newsletters, memberships information, notices, etc., to the unit meetings and make available to all members.
5. Notify all members of meeting date.
6. Initiate and sign all warrants/vouchers/check requests.
7. Keep an accurate roster of the entire membership, which may be used by any officer or chairman, showing the home address and phone number.
8. Send the names & addresses of the newly elected and appointed unit officers to state and national headquarters with ten (10) days after the annual installation. Any change(s) during the membership year also requires notifying state and national headquarters.
9. Notify all life members in writing at least ten (10) days prior to any annual nominations and/or elections.
10. Send to the National Adjutant, not later than thirty (30) days prior to the National Convention, names of delegates and alternates to said convention.
11. Send financial report to State and National Headquarters within ten (10) days following the completion of the audit. (No later than Sept. 30th)
12. Send a copy of the acknowledgement of filing Form 990-N e-postcard or a copy of Form 990-EZ or Form 990 for Units whose gross income is greater than \$50,000 but less than \$100,000 to State and National Headquarters

RESOURCES

1. National Constitution and Bylaws, Standard State Department Bylaws, Standard Local Unit Bylaws (if applicable) and Official Rituals of the Disabled American Veterans Auxiliary
 - a. Duties of the Adjutant: ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 3-Adjutant of National Constitution and Bylaws.
 - b. Official Rituals of the DAV Auxiliary – after ARTICLE XIX – AMENDMENT OF BYLAWS in the National Constitution & Bylaws.
2. Use ONLY the most current printing of the National Constitution and Bylaws. This can be found on the DAV Auxiliary website at www.davauxiliary.org
3. DAV Auxiliary Manual (currently being updated). This can also be found on the DAV Auxiliary website.
4. The most current version of the National Fall Conference Booklet.
5. Roberts Rules of Order Newly Revised.
6. National DAV Auxiliary Headquarters address:

Disabled American Veterans Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076
Phone: 1-859-441-7300, option 5
Fax: 1-859-442-2095
E-mail: dava@dav.org
Website: www.davauxiliary.org.
7. The most current State and Unit Standing Rules.
8. The most current State and Unit Budget.

ADJUTANT

The adjutant is responsible for keeping the unit's records and maintaining the official correspondence of the unit. The adjutant shall keep detailed records of action taken at the unit's meetings. The minutes should reflect what was done during the meeting and not what was said by members, or the adjutant's opinion, favorable or otherwise. All motions considered by the unit should be recorded as to who made the motion, that it was seconded, what, if any, discussion was held and what the outcome of the motion was – passed or rejected. The discussion does not have to be verbatim, only that discussion was allowed. The motion should be written as it was stated; not paraphrased by the adjutant. If the motion fails to have a second, it should be so recorded by the adjutant. The minutes of the general meeting and Executive Board meeting (if applicable) shall be read at the next general meeting. (Not all units have Executive Boards.) Any corrections to the minutes read at a subsequent meeting shall be recorded in that meeting's minutes. An Executive Board member(s) must make the motion and then second to accept the Executive Board minutes. No motion is required to accept the general meeting minutes. When the minutes are approved, "Approved" with the adjutant's initials and date should be written near the bottom of the minutes.

The adjutant is responsible for sending all written notification of meetings to the auxiliary members. If it is a meeting to hold annual nominations and/or elections, then the adjutant must notify **all life members** at least ten (10) days prior to such meeting. If a newsletter is sent out at the beginning of the year listing all of the activities for the year and the annual nominations and/or elections are listed, this is considered proper notice for this purpose. This ten (10) day notice is also true for any **special** meetings. A special meeting will indicate what subject is to be discussed and **no other business** may be brought up at that meeting.

- The adjutant shall make the unit minutes and records available to members upon request.
- The adjutant shall initiate and sign all warrants/vouchers/check requests and have them co-signed by the Commander before any checks are written by the unit Treasurer.
 - All numbers on warrants/vouchers/check requests should correspond with the number on the checks.
- Shall furnish the National Headquarters with names of convention delegates.
- Shall submit the unit officer report form within ten (10) days following installation.
- Shall submit the unit financial report within ten (10) days following the audit completion, and no later than September 30th.
- Maintain an updated membership roster and notify State and National Headquarters of any changes and deaths of members.
- Submit a copy of confirmation of filing IRS Form 990-N e-postcard or appropriate Form 990, based on income, to State and National Headquarters.
- Maintain all records and correspondence as set forth in the most recent Records Retention Schedule of the BBB (Better Business Bureau.)

TYPES OF MOTIONS

Main Motion

- The motion to bring something of business to the assembly.
 - It can be made only when there is no other motion pending.
 - Original Main Motion:
 - Main motion that introduces a question/idea as a new subject.
 - Example: I move to pay \$50.00 to the VAVS program.
 - Incidental Main Motion:
 - Is incidental to or relates to the business of the assembly, or its past or future actions.
 - Examples: to adopt something – to ratify something – to recess a meeting, etc.

Other Subsidiary Motions

- Postpone Indefinitely: dispose of the motion without bringing it to a vote
 - Example: an embarrassing main motion has been made.
- Amend: altering the main motion for clarity, modify the meaning, correct grammar, etc.
 - If the Amendment is seconded and discussed, it must be voted on. **THEN**, the Main Motion, as amended, must be voted on.
- Refer: maybe the motion needs more work or additional information is needed, it may be REFERRED to a committee.
 - This can also be called COMMIT
- Postpone or Postpone Definitely: postpone a motion to later in the meeting or to another meeting.
- Limit or Extend Limits of Debate: motion to do either of these as they are warranted for the motion in question if there are specific time limits set on debate.
- Previous Question: (also known as Call the Question.) It will end debate and call for an immediate vote on the motion.
- Table the Motion: Motion is set aside temporarily without setting a time for resuming its consideration, but with the provision to bring it up again whenever a majority decides to it.
 - It halts discussion on the motion immediately without further debate and it must be seconded.
 - It is NOT amendable
 - It requires a majority vote
 - It can be brought back to the table by any member, but it must have a majority vote

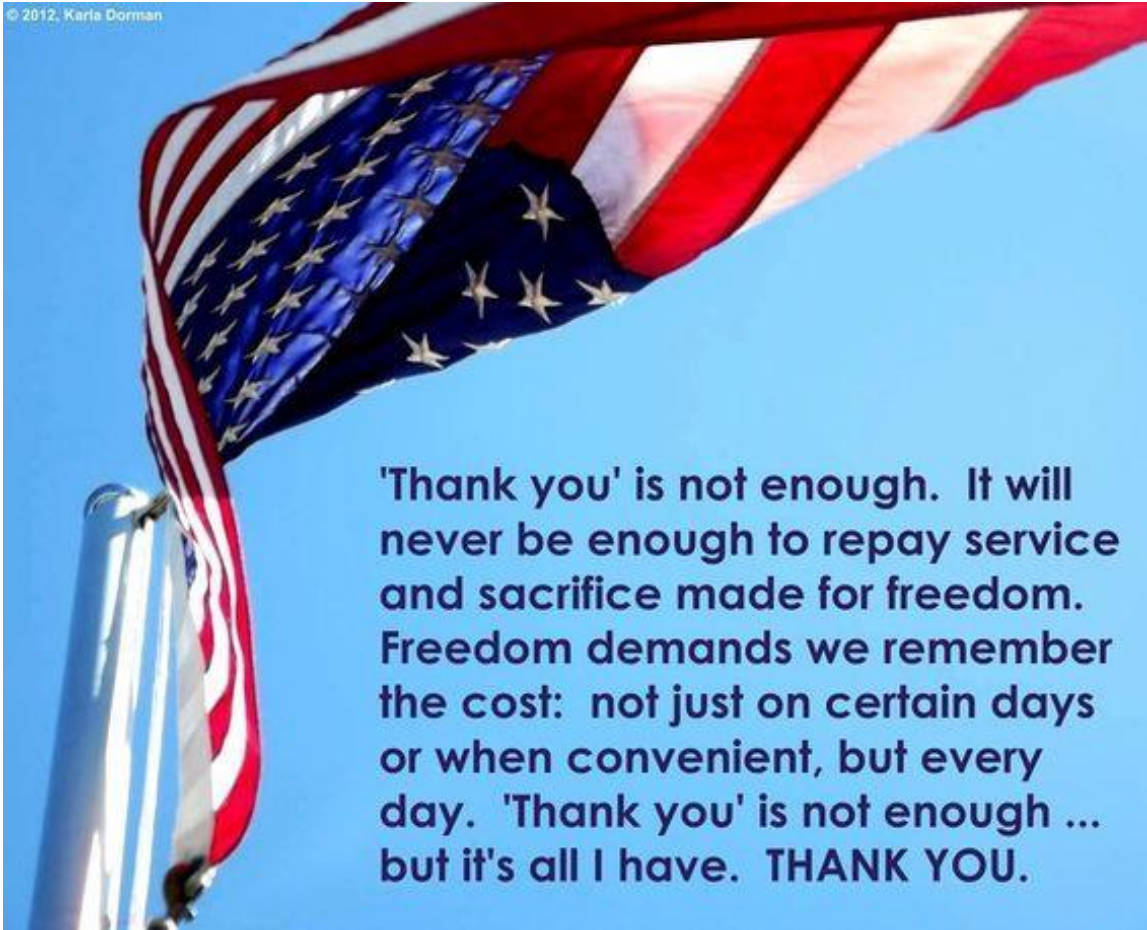
(Per Robert's Rules of Order 10th Edition)

A faded, artistic rendering of the American flag with stars and stripes, serving as a background for the text.

Americanism

*Is an Unfailing Love of Country,
Loyalty to it's Institutions and Ideals,
Eagerness to Defend against all Enemies,
Undivided Allegiance to the Flag,
And a Desire to Secure the Blessings of
Liberty to Ourselves and Posterity*

© 2012, Karla Dorman

A photograph of the American flag waving on a flagpole against a clear blue sky.

'Thank you' is not enough. It will never be enough to repay service and sacrifice made for freedom. Freedom demands we remember the cost: not just on certain days or when convenient, but every day. 'Thank you' is not enough ... but it's all I have. THANK YOU.

2017 – Designated Days to Fly the United States Flag

Jan 1st, 2017

The following schedule includes designated days for both federal (according to the U.S. Flag Code), and individual states. Other days may be added during the year by order of the United States President, or by state governors.

Federal

January 1 – New Year’s Day

January 16 – Martin Luther King Jr. Day

January 20 – Inauguration Day

February 12 – Lincoln’s Birthday

February 20 – Washington’s Birthday

April 16 – Easter Sunday

May 14 – Mother’s Day

May 20 – Armed Forces Day

May 29 – Memorial Day; Flown at half-staff until noon, then raised to full height

June 14 – Flag Day

June 18 – Father’s Day

July 4 – Independence Day

July 27 – National Korean War Veterans Armistice Day

September 4 – Labor Day

September 17 – Constitution Day

October 9 – Columbus Day

October 27 – Armed Forces Day

November 11 – Veterans Day

November 23 – Thanksgiving Day

December 25 – Christmas Day

The U.S. flag should be displayed from sunrise to sunset on designated days except in bad weather unless the individual displays an all-weather flag. Note that flags may be displayed 24 hours a day if proper illumination is installed that spotlights the flag during hours of darkness.



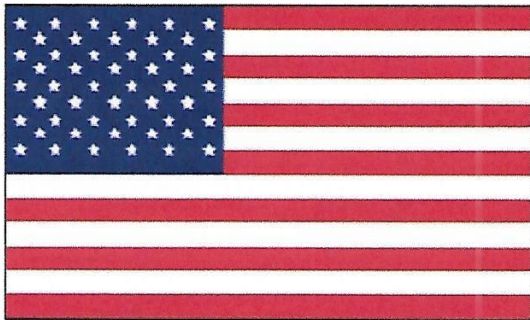
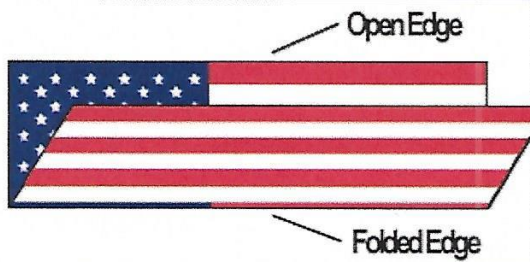
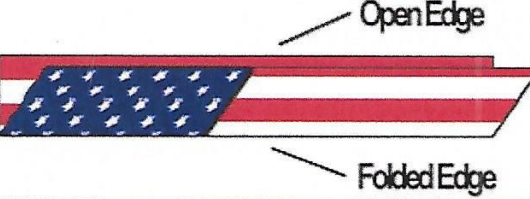
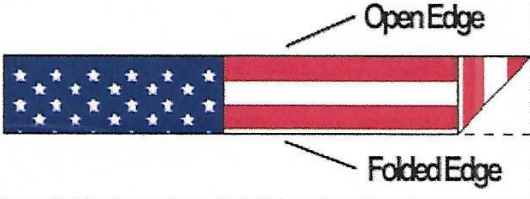
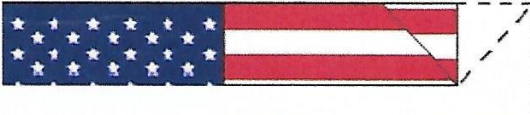
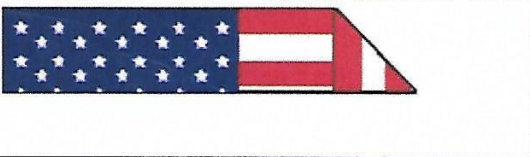

CELEBRATING

AMERICA'S

FREEDOMS

U.S. Department of Veterans Affairs
Washington, D.C. 20420

Correct Method of Folding the United States Flag

Start		
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		

Do you remember learning to recite the Preamble in school?

We the People of the United States,
in order to form a more perfect Union,
establish Justice, insure domestic Tranquility,
provide for the common defense, promote the general Welfare,
and secure the Blessings of Liberty to ourselves and our Posterity,
do ordain and establish this Constitution
for the United States of America.

Say the words now to yourself...they should take on a whole different meaning now.



10-23

What is Americanism?

To me...

What is Americanism really.

To me: Everyone has a different view of what Americanism really is.

It is showing how much love that you have deep inside your
bones,
having chill bumps go up and down your spine when you see that
flag being raised up toward the sky.

It means seeing your grandchildren being able to play outside with
the freedom of the wind blowing in their faces
and going into a classroom to stand and have the privilege of
saying the Pledge of Allegiance.

It's going to the cemetery and cleaning graves of soldiers that have
fought so bravely to protect our freedoms.

Americanism is you and I voting! Yes, sometimes we may not really
like our choices, but it is up to you to make your choice of which
candidate you think is the right choice.

It's up to you and I to protect the benefits that our veterans have.
They earned them, by their sacrifices that they had to endure for
you and I.

If we don't fight for them, then Who will?

It's up to you and I to teach our children, grandchildren, nieces and
nephews on how to be good Americans and to love our country.

Unit/State Commander Workshop

The duties of a Unit and State Commander are listed in our Constitution and Bylaws as follows:

- Preside and maintain order at your meeting or State Convention,
- Chair the Executive Committee or State Executive Committee Meetings,
- Counter sign checks,
- Appoint Committees,
- Co-sign warrants/vouchers,
- Display Unit or State Department Charter at all regular business meetings.

The above are probably the easiest part of being a Unit or State Commander. There are other duties/responsibilities that are part of the position. None of these are particularly difficult but do require you to be aware of what is going on in your Unit or State Department.

One of the most important functions of a Commander is communication. You must communicate with your other officers, chairmen, unit, chapter and the public. Communicate clearly and when necessary put it in writing.

A Commander needs to:

- Oversee operations of the Unit ensuring compliance with the National Constitution and Bylaws and the State Standing Rules
- Monitor activities of committees and acknowledge achievement.
- Replace committee members when necessary.
- Provide encouragement and motivation to your officers and Unit members.
- Show a positive attitude toward all Unit activities and participate in the activities of the Unit.
- Maintain a position of impartiality. We all have unit members we consider friends but during a Unit meeting or activity, you set the friendship aside and are impartial.
- Restate motions (without showing favor), put them to a vote and announce the results.
- Respect Unit members. While they are expected to respect you and your position, they are entitled to your respect.

Over

- Be calm, courteous and speak clearly, remembering you set the tone of the meeting.
- Remember you are an Ambassador for your Unit. Your actions, attitude and comments will determine how your Unit is viewed publically as well as by your membership.
- You are the spokesperson for the Unit, accept invitations to speak or present on behalf of the Unit. Contact your officers a few days prior to your meeting to see if they have anything to present or that needs to be brought up. If you want them to give a report, let them know in advance, don't wait till the meeting and put them on the spot.

When conducting your meeting:

- Have your agenda ready, this will help your meeting go smoothly.
- Start on time.
- If you have a new member, acknowledge them and introduce them to your members. Make them feel welcome.
- Introduce any guests attending your meeting.
- Keep control of your meeting; don't be afraid to use your gavel.
- Acknowledge members wishing to speak.
- Use the resources provided by National, such as the Constitution and Bylaws and Fall Conference Information.

Sometimes things are said that are hurtful and not very nice. While this may anger you, ignore it and keep going.

Remember our veterans faced difficulties and obstacles with courage and determination. They did not give up or quit. Have the same courage and determination, don't give up, quit or resign. Complete your term and know that you did your best.

Remember you were elected the Commander of the Unit or State Department and in accepting the position also accepted duties and responsibilities of the position.

Community Service



Types of Community Service



Family Services:

Direct aid to families, visits, clothing, food, transportation, etc.



Professional & Trade Services:

Medical, dental services or payments, plumber, electrician, etc.



General Services to Community:

Organized activities, Meals on Wheels, senior citizens, youth groups, fund drives, blood bank, church work, neighborhood watch, etc.



Recreation & Entertainment:

Parties, gifts, etc.



Special Projects and Programs:

Museums, historical projects, etc., tutoring of illiterates, Local Veterans Assistance Program, Handicapped Parking Awareness, etc.

IMPORTANT REMINDERS:

This report should include all activities of the Unit and its members. Please refer to the **Community Service Program** and the **Table of Values** in our Auxiliary Manual as your guideline. Monetary donation by the Unit should be listed only in the column for Unit Checks. All other cash donations from members should be listed in the next column. **Do not take credit for the National address label program or the Service/Support Program.** If the total amount exceeds **\$1,000**, use the reverse side to itemize expenditures. Feel free to add any projects important to you. Remember, these are community projects and meant to benefit those outside of our organization within the community. Do not include relatives.



2017 DAVA FALL CONFERENCE!!!

*****JOIN NOW*****

DAV

**COMMANDER'S
ACTION NETWORK**

LEGISLATIVE CHAIRMAN*LYNN HELMS PROSSER**

DAV AND DAV AUXILIARY

“TAKING ACTION AT HOME”

Our nation’s brave men and women joined our armed forces and sacrificed themselves to defend America’s freedom. All public and political leaders need to be continuously informed and reminded of the many challenges they face, especially when they return to civilian life. It is imperative that Auxiliary members join the DAV’s legislative grassroots campaign to assist and help implement critical policy goals.

The DAV’s legislative campaign provides education and support in Washington, DC and across our country. Please take time to read and learn how the DAV is working with lawmakers on the behalf of our military, veterans and their families. Discover how you can stand with our heroes and make sure their voices are heard.

COMMANDER’S ACTION NETWORK

“FULFILLING OUR PROMISES”

www.dav.org/can

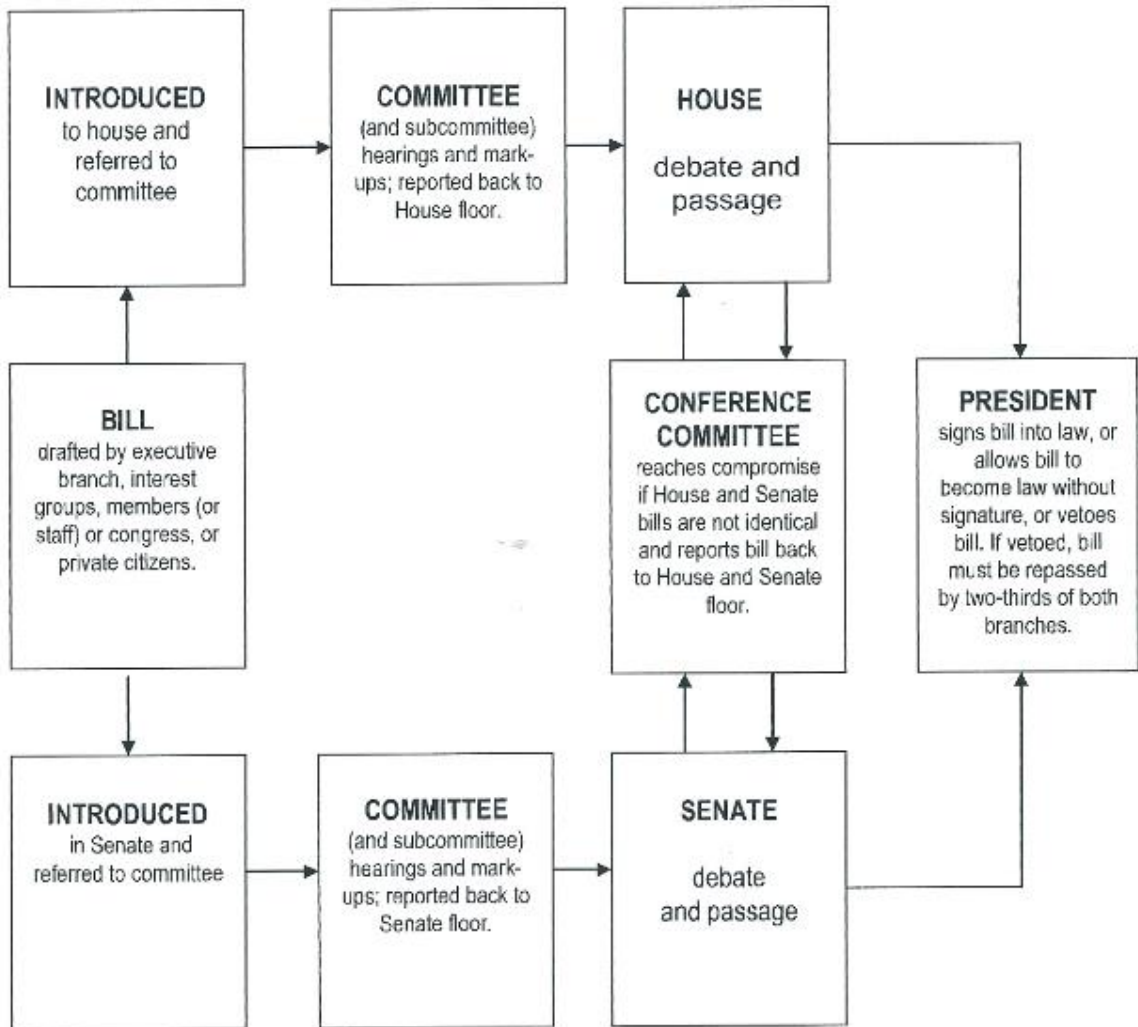
click on: Sign Up to Receive Alerts!!!

Enter your information and follow instructions. You will begin to receive “Alerts” from the Legislative team. Take “Action”!!!

You “CAN” Make A Difference!!!

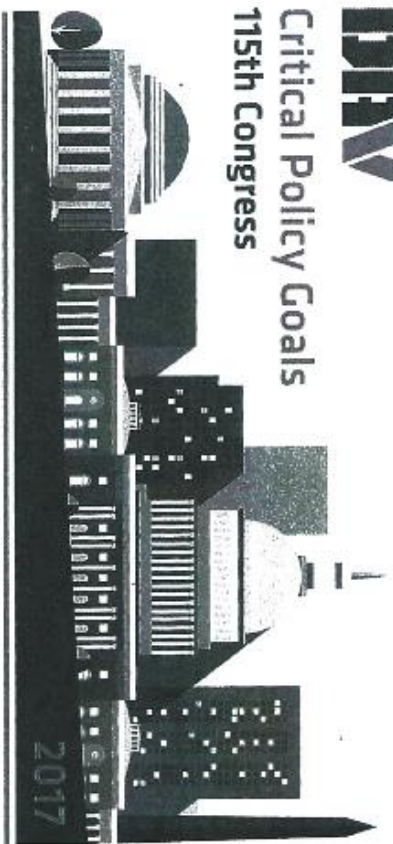
**DAVA National Legislative Chairman
Lynn Helms Prosser: lcprosser51@gmail.com**

HOW A BILL BECOMES A LAW





Critical Policy Goals 115th Congress



1. Strengthen, Reform and Sustain the VA Health Care System

By the end of 2016 virtually all major stakeholders coalesced around a plan to reform VA health care by creating a high-performing, integrated health care network comprised of VA and highly qualified community providers, with VA as the coordinator and primary provider of care. By contrast, economists estimate that even a limited expansion of “choice” could cost \$5 to \$35 billion per year, and an unfettered open “choice” plan could cost up to \$2 trillion over 10 years. Clearly, this kind of unrealistic “choice” would have enormous costs and consequences for veterans and the VA health care system.

- ▶ Congress and the Administration, working with VSOs, must move forward and develop an integrated health care network comprised of VA and community providers, with VA as the coordinator and primary provider of care.

2. Sufficient Funding for Veterans Benefits and Health Care

Congress will need to ensure VA's budget for fiscal year (FY) 2018 and FY 2019 advance appropriations is sufficient to pay for any new requirements it imposes on VA, make needed system upgrades and provide veterans with timely health care and benefits. For veterans' health care for FY 2018, DAV recommends an increase of \$5.9 billion over FY 2017, for a total of \$76.9 billion. For FY 2019 advance appropriations, the IB recommends \$87.8 billion for medical care.

- ▶ Congress must address VA's unfunded mandates in the current fiscal year, eliminate the shortfall in VA's FY 2018 medical care advance appropriation, and provide appropriate funding to support future reforms of the VA health care and benefits systems.

3. Comprehensive Support for Caregivers of Veterans of All Eras

Caregivers improve veterans' health, reduce hospital readmissions, and delay institutionalization, decreasing overall health care costs. Congress enacted Public Law 111-163, requiring VA to provide comprehensive caregiver assistance and services to family caregivers of severely injured veterans. However, due to cost concerns, Congress limited participation to veterans injured on or after September 11, 2001.

- ▶ Congress should enact legislation to authorize comprehensive supports, benefits, and services to family caregivers of severely ill and injured veterans of ALL eras.

4. Women Veterans Deserve Improved Services and Recognition

The number of women serving in the military continues to increase and they now serve in all military jobs, increasing combat exposure and affiliated physical and mental health issues. However, a recent GAO report (GAO-17-52) found 18 percent of VA health care facilities lacked a women's health primary care provider and that VA is not accurately documenting compliance with health care standards that assure women's privacy, safety and dignity.

- ▶ Congress should enact legislation to ensure all women veterans coming to VA are treated with dignity and respect and have timely access to comprehensive quality health care and benefits to meet their unique needs.

5. Legislation to Reform the Claims and Appeals Process

The claims backlog dropped from over 600,000 in March 2013 to about 100,000 today, but the number of appeals rose rapidly. Today, there are over 450,000 appeals pending and an appeal averages over three years to complete. Congress must enact legislation to modernize and streamline the appeals process to provide claimants new local options, while preserving effective dates and due process rights.

- ▶ Congress should enact legislation this year to modernize the appeals process based on the appeals framework developed and agreed to by major stakeholders last year.



ISSUE BRIEF: COMPREHENSIVE CAREGIVER SUPPORT

The Situation

- Access to VA's Program of Comprehensive Assistance for Family Caregivers (PCAFC) is being denied to severely disabled veterans injured before September 11, 2001.
- PCAFC provides family caregivers participating in the program health coverage if caregivers have no other health insurance plan, guaranteed periods of paid respite to avoid caregiver burnout, caregiver training and other forms of support, and stipends to offset the financial impact of caregiving.
- Ill and injured veterans of all war eras have made tremendous sacrifices. Family members who care for them are equally deserving of recognition and support from the government and our nation.
- Preliminary findings from the comprehensive evaluation of PCAFC suggests caregivers in PCAFC are more confident and better prepared in their caregiving role and that the stipend is reducing the financial strain of caregiving.

The Challenge

- There is a substantial cost to providing expanded access to VA's Caregiver Support Program. However, it costs less to provide comprehensive caregiver support costs less than providing long-term nursing home or other institutional care.
- According to a 2013 VA report to Congress, the average cost per veteran per year in the comprehensive program is \$36,770—far less than the \$332,756 VA spent on average per veteran per year in a VA nursing home; the \$88,571 spent (on average) in a community nursing home, or the \$45,085 in VA per diem payments to State Veterans Homes.
- In addition to preventing unwanted and more costly nursing home admissions, family caregivers reduce overall health care costs to the government by ensuring veterans receive necessary preventative and outpatient care and thus minimizing medical complications and lowering the number of hospital admissions.

The Solution

- Congress must introduce and enact legislation to provide all severely ill and injured veterans access to comprehensive VA family caregiver support services.

Department LVAP Monthly Report for _____ / _____
1. Month
Year

2. Chapter Name (if applicable) _____ 3. State _____

4. Volunteer Name	5. Date of Birth	6. DSO Work	7. CSO Work	8. Forget me Not (Fundraising)	9. DAV Outreach	10. LVAP (Veterans Assistance)
-------------------	------------------	-------------	-------------	--------------------------------	-----------------	--------------------------------

11. TOTAL

LVAP MONTHLY REPORT INSTRUCTIONS

- Item 1 Indicate the month and year of this report. One form should be used for each month being reported.
- Item 2 and 3 Name of the chapter (if applicable), and the state it is located in.
- Item 4 Volunteers full name.
- Item 5 Volunteers date of birth
- Items 6 thru 10 Report the volunteer's hours for DSO work and CSO work, Forget Me Not (any fundraising efforts), DAV Outreach and LVAP (any kind of veteran assistance that doesn't fall into one of the categories).
- Item 11 Grand total of each category.

1. Chapter Name _____

2. State _____

3. Last Name First Middle _____

4. Last 4 of SSN _____

5. Current Address _____

6. Birthdate _____

7. City _____

8. State _____

9. ZIP Code _____

10. Home Phone Number _____

11. Cell Number _____

12. Email Address _____

Please Check One

13. Youth

14. Veteran

15. Immediate Family Member of Veteran

16. Aux Member

18. DAV Member

19. Professional _____

20. Other _____

INSTRUCTIONS

NOTE: Complete information is important to ensure your records are updated correctly.

Item 1 Name of the Chapter where you volunteer (if applicable).

Item 2 State where it is located.

Items 3 thru 12 Provide full name, last four digits of social security number, current address, birthdate, your home phone number with area code (if applicable), cell phone number and email address.

Item 13 thru 20 Check the Box indicating your status.



Auxiliary
Making a Difference

2017-2018 Membership Recruiter Incentives

Junior Members –

- ❖ Sign up a new junior life member
 - * Online Applications
 - * Paper Applications
 - * Submit payment with application or call National Headquarters with credit card payment
- ❖ Be entered to win a \$50 gift DAV Store gift certificate
- ❖ Drawings held December 31, March 31, and June 30

Be a Mentor –

There's no better way to inspire a new member than to offer guidance and support. Download the Mentor template and provide your contact information.

Unit Incentive –

- ❖ Units recruiting at least 15 new paid members by June 30 will be entered into a drawing to win \$250.
- ❖ Use the special yellow applications (or a copy) indicating campaign code 440.
- ❖ Unit receives one entry per 15 new paid members
- ❖ Submit a photo and/or brief description of the member drive and receive an additional entry.
- ❖ Remember, winning unit receives \$250!



I'm Your Mentor

Name: _____

Phone: _____

Email: _____

Your membership in our organization is very important to veterans and their families. Together we can make a difference!

Motivate, Encourage, Inspire, Guide

Membership applications available in booklets of 25 or singles. Contact national headquarters for a supply to keep on hand. Together, we can build a larger and stronger membership and let our voices be heard.



Remember: A \$20 down payment starts a new life membership with an indefinite period of time to pay the balance.

Age	Amount
Birth – 30	\$250.00
31 – 45	\$230.00
46 – 60	\$200.00
61 – 70	\$180.00
71 – 79	\$140.00
80 and over	Complimentary

“You’ve Got a Friend”

National Commander Craig Johniken

DAV Auxiliary Receipt

Date _____

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

Life membership is based on the applicant's age as of the current membership year

AGE	LIFE AMOUNT
80 or older	Free
71-79	\$140
61-70	\$180
46-60	\$200
31-45	\$230
Birth-30	\$250

Life membership may be obtained with a \$20 down payment.
Note: Billing will occur quarterly based on outstanding balance.

I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT.

Sponsor's Signature

DAV Auxiliary

National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

Toll Free 877-426-2838, Opt. 5
www.davauxiliary.org
dava@dav.org

Membership Application

Date _____

MEMBERSHIP CODE NUMBER (FOR PAYMENTS ONLY)

Expires June 30, 2018

Membership Application in Unit No. _____ State _____

Ms. Mrs. Mr. Name _____ DOB _____/_____/_____
PLEASE PRINT CLEARLY REQUIRED

Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

NEW LIFE LIFE PAYMENT NEW JUNIOR NEW JUNIOR LIFE JUNIOR LIFE PAYMENT
(520 Down Payment) (Complimentary) (520 Down Payment)

AMT PAID \$ _____

IF THIS IS A LIFE MEMBERSHIP PAYMENT, SKIP TO THE SIGNATURE LINE.

Eligibility through _____ Relationship _____

SPONSOR'S SIGNATURE APPLICANT'S SIGNATURE

SPONSOR'S CODE NUMBER AE/VISA/MC/DISCOVER #

SEND TO AUXILIARY NATIONAL HEADQUARTERS EXP DATE **Campaign Code 440** 420000 (10/15)

DAV Auxiliary Receipt

Date _____

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

Life membership is based on the applicant's age as of the current membership year

AGE	LIFE AMOUNT
80 or older	Free
71-79	\$140
61-70	\$180
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Toll Free 877-426-2838, Opt. 5
www.davauxiliary.org
dava@dav.org

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Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

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DAV Auxiliary

National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

Toll Free 877-426-2838, Opt. 5
www.davauxiliary.org
dava@dav.org

Membership Application

Date _____

MEMBERSHIP CODE NUMBER (FOR PAYMENTS ONLY)

Expires June 30, 2018

Membership Application in Unit No. _____ State _____

Ms. Mrs. Mr. Name _____ DOB _____/_____/_____
PLEASE PRINT CLEARLY REQUIRED

Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

NEW LIFE LIFE PAYMENT NEW JUNIOR NEW JUNIOR LIFE JUNIOR LIFE PAYMENT
(520 Down Payment) (Complimentary) (520 Down Payment)

AMT PAID \$ _____

IF THIS IS A LIFE MEMBERSHIP PAYMENT, SKIP TO THE SIGNATURE LINE.

Eligibility through _____ Relationship _____

SPONSOR'S SIGNATURE APPLICANT'S SIGNATURE

SPONSOR'S CODE NUMBER AE/VISA/MC/DISCOVER #

SEND TO AUXILIARY NATIONAL HEADQUARTERS EXP DATE **Campaign Code 440** 420000 (10/15)

DAV *I'm Your Mentor*
Auxiliary
Making a Difference

Name: _____
 Phone: _____
 Email: _____

Your membership in our organization is very important to veterans and their families. Together we can make a difference!

Motivate, Encourage, Inspire, Guide

DAV *I'm Your Mentor*
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Making a Difference

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DISABLED AMERICAN VETERANS AUXILIARY NATIONAL EDUCATION SCHOLARSHIP FUND INFORMATION & RULES



The National Education Scholarship Fund is supported by the Disabled American Veterans Auxiliaries and individual donations. The purpose of the fund is to provide education scholarships for students attending college, university, or vocational schools. Academic achievement, activities relating to veterans and their families, community involvement, career goals, and financial need are considered in granting these scholarships. Scholarships are vetted on a point system and granted based on the funds available and responses to the application questions.

ELIGIBILITY REQUIREMENTS:

The Applicant must be a full-paid life member of the Disabled American Veterans Auxiliary in order to be considered for a scholarship. Meeting the applicant qualification is not a guarantee that a scholarship will be granted. Scholarships are available for full-time or part-time students as well as students with unique requests.

RULES:

- The amount of a scholarship can be up to, but not more than, \$1500 per year.
- Applicants may receive up to a maximum of 5 scholarships. (One per school year).
- Applicants must be at least a senior in high school. There is no maximum age limit for applicants.
- Full-time students must maintain a minimum of 12 credit hours per semester and maintain a 2.5 GPA to receive up to the full amount of \$1500.00.
- Part-time students must have a minimum of 6 credit hours per semester and maintain a 2.5 GPA to receive up to \$750.00.
- Unique request students (less than 6 credit hours per semester) will be considered for a scholarship up to \$750.00.
- Scholarships must be applied for each year and renewal scholarships are *NOT* guaranteed.
- Previous recipients of DAVA National Education Loans are eligible for Education Scholarships if re-payment arrangements are current or the loan has been satisfied.
- No money may be sent to schools outside the United States.

The most current (Rev. September 2017) application form MUST be used. Incomplete applications, or applications postmarked after the deadline *will not* be considered.

The amount of scholarships granted each year will be determined by the National Education Scholarship Fund Committee, DAVA National Headquarters, and the Finance Committee. If a scholarship is granted, a check will be sent directly to the school and not to the student. The decisions of the Scholarship Committee will be final.

Application Forms:

- Application forms are available at www.davauxiliary.org or by writing to:

National Education Scholarship Fund Chairman
DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

- Applications must be completed, signed, and postmarked **no later than March 20, 2018**, to be considered for a scholarship.



National Disabled American Veterans Auxiliary Education Scholarship Application



Application must be completed in its entirety.

Full Time Student
(Minimum of 12 credits)

Part Time Student
(Minimum of 6 Credits)

Unique Request Student
(Less than 6 credits)

1. GENERAL INFORMATION: (10 pts.)

Name of Applicant _____
Last
First
Middle

Permanent Address _____
 Number & Street _____
 City, State & Zip Code _____
 (Area Code) Phone Number _____ Email Address _____

Social Security # _____ Date of Birth _____

Marital Status: Single Married Are you a US Citizen? Yes No

Are you a life member of the DAV Auxiliary? Yes Membership # _____ No

Complete name and address of the school you will be attending: _____

School phone number: _____

I will be enrolled as: Freshman Sophomore Junior Senior Graduate

Date I plan to attend school _____ Number of years I plan to attend _____

Proposed major & profession _____

Anticipated Graduation Date _____

Unique Request Applicants only (less than 6 credits):

Briefly explain your unique request. (Why you will need to take less than 6 credits) _____

Are you presently employed? _____ If so, where & length of time _____

Applicant's Occupation & employment history for the past three years. _____

If married, full name of spouse (include maiden name) _____

Number of dependents and ages _____

2. Have you been an active member of the DAV Auxiliary as a Senior or Junior member? (10 pts.)

Yes No

If yes, how many years _____

Have you held any elected or appointed positions? Yes No

If yes, please list: _____

3. Have you participated in activities or projects with the DAV or the DAV Auxiliary to benefit veterans and/or families of veterans? (15 pts.)

Yes No

If yes, please list: _____

4. List other extracurricular or volunteer activities you have participated in during the past two years (include clubs/organizations, offices held, honors or awards you have received, etc.). (15 pts.)

5. What are your personal or career goals and how will your education help reach these goals? (Attach separate sheet, 500 words maximum.) (35 pts.)

6. EDUCATION EXPENSES, INCOME & RESOURCES (10 pts.)

I will reside during the school year at: Home Campus Off Campus

Budget Information

Estimated Cost Per year:

1. Tuition \$ _____

2. Books & Supplies \$ _____

3. Fees \$ _____

4. Room \$ _____

5. Board \$ _____

6. Travel \$ _____

TOTAL ESTIMATED COST \$ _____

Applicant's

Estimated Resources Per Year From:

A. Family – Parents contribution \$ _____

Spouse, if married \$ _____

B. Scholarships & Grants applied for \$ _____

Amount Approved \$ _____

C. Loans applied for \$ _____

Amount Approved \$ _____

D. Social Security \$ _____

E. Veterans Benefits \$ _____

F. All Other Income \$ _____

G. Applicant's Employment \$ _____

(Based on estimated income for the year applying for scholarship)

TOTAL ESTIMATED RESOURCES \$ _____

FIGURES WILL BE VERIFIED AND MUST BE COMPLETE

Explain amounts shows on Lines B-C-D-E-F-G and indicate if these are renewals and amounts. If you have not applied for state or government loans, explain what was received last year, if applicable. **(This section must be completed or a scholarship will not be considered.)**

Please submit any additional information that might affect your application for a scholarship.

REFERENCES: (5 pts.)

List the name, address, and phone number of **three (3)** persons recommending you for this scholarship and **include a letter of reference from each**. One must be from a teacher, counselor, or your principal. If you graduated more than one year ago, one reference must be from an employer or former employer (alternative references may also be requested). References must be over the age of 21 and not a relative.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I hereby affirm the correctness of the information submitted.

DATE: _____ **SIGNATURE OF APPLICANT** _____

****Enclose a copy of official transcript of grades and the school's W-9 (can be obtained from the financial aid/bursar office).**

Failure to complete the current application in its entirety will disqualify the applicant.

This application must be completed, signed and postmarked **NO LATER THAN MARCH 20, 2018**, and sent to the National Disabled American Veterans Auxiliary Headquarters at the address below.

National Education Scholarship Fund
National Disabled American Veterans Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076

Rev. Sept. 2017



Duties of the Unit/State Treasurer:

1. Keep a complete financial record of all monies received, expended and remitted.
2. All monies must be deposited in the name of the Unit/State Department.
3. Responsible for ensuring that all financial accounts for the organization have three (3) authorized signatures on file with their financial institution(s). Said signatures shall be the Unit/State Commander, Unit/State Senior Vice Commander and Unit/State Treasurer.
4. Sign checks and pay out money only on properly prepared warrants/vouchers/check requests. In the absence of the Unit/State Adjutant, the Unit/State Junior Vice Commander may sign. Receipts required!
5. No checks should be written out unless it is approved in a budget or Unit Standing Rules, or a motion is made, 2nd, and voted on at a regular business meeting.
6. All checks require two signatures – the Unit/State Treasurer and the Unit/State Commander. In the absence of the Unit/State Commander, the Unit/State Senior Vice Commander may sign since they are the third signature on all bank accounts.
7. All funds received in the name of the DAV Auxiliary must be deposited within thirty (30) calendar days of receipt.
8. Shall give an itemized report of receipts and expenditures at each meeting.
9. Shall submit all records and a copy of the acknowledgement of filing Form 990-N e-Postcard or, a copy of Form 990-EZ or Form 990 when the gross income is greater than \$50,000 but less than \$100,000.
10. Present all records of the Unit/State Department to an audit committee yearly.
11. Complete an Annual Financial Report yearly.



DISABLED AMERICAN VETERANS AUXILIARY ANNUAL FINANCIAL REPORT



UNIT	<input style="width: 95%;" type="text"/>	STATE DEPT. OF	<input style="width: 95%;" type="text"/>	
	NAME & NUMBER			
LOCATED AT	<input style="width: 95%;" type="text"/>	ACCOUNTING PERIOD	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
	CITY & STATE		FROM	TO
BEGINNING BALANCE (Line 26 of Previous Year's Report)				<input style="width: 100%;" type="text"/>

This Year's Gross Income/Receipts:

1. DUES (Per Capita from National Headquarters)	<input style="width: 95%;" type="text"/>	
2. FORGET-ME-NOT DRIVES	<input style="width: 95%;" type="text"/>	
3. BINGO GROSS RECEIPTS	<input style="width: 95%;" type="text"/>	
4. THRIFT STORE GROSS RECEIPTS	<input style="width: 95%;" type="text"/>	
5. KITCHEN OPERATIONS GROSS RECEIPTS	<input style="width: 95%;" type="text"/>	
6. INTEREST & DIVIDEND INCOME FROM CHECKING, SAVINGS, CD's	<input style="width: 95%;" type="text"/>	
7. NATIONAL FUNDRAISING (Department Use Only)	<input style="width: 95%;" type="text"/>	
8. OTHER INCOME (Attach Required Schedule) (Example: Donations, refunds, money received from Chapter)	<input style="width: 95%;" type="text"/>	
9. TOTAL INCOME (Sum of Lines 1 through 8) (Do not include beginning balance amount)	<input style="width: 100%;" type="text"/>	\$0.00

*** If the totals of Line 2 thru 8 exceed \$300,000 the report must be audited by a Certified Public Accountant ***

This Year's Expenses/Disbursements:

10. SALARIES FOR ADMIN. PERSONNEL (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	
11. CONVENTIONS/CONFERENCE/SEMINARS (Attach Required Schedule listing event and amount by attendee)	<input style="width: 95%;" type="text"/>	
12. POSTAGE AND OFFICE SUPPLIES	<input style="width: 95%;" type="text"/>	
13. SERVICE/CHARITABLE DONATIONS (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	
14. FORGET-ME-NOT EXPENSES	<input style="width: 95%;" type="text"/>	
15. BINGO EXPENSES (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	
16. THRIFT STORE EXPENSES (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	
17. KITCHEN OPERATION EXPENSES (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	
18. STATE MANDATE	<input style="width: 95%;" type="text"/>	
19. OTHER EXPENSES (Attach Required Schedule)	<input style="width: 95%;" type="text"/>	

20. TOTAL EXPENSES (Sum of Lines 10 through 19)

\$0.00

ENDING BALANCE (Beginning balance, plus Line 9, Minus Line 20)

\$0.00

Statement of Assets:

21. CHECKING ACCOUNTS (Attach copy of closing month bank statement)

22. SAVINGS ACCOUNTS (Attach copy of closing month bank statement)

23. CERTIFICATES OF DEPOSIT (Attach statement to verify value)

24. MARKET VALUE OF INVESTMENTS AS OF END OF PERIOD

25. OTHER (Attach Schedule and copy of verified statement)

26. TOTAL ASSETS (Lines 21 through 25)
(Must equal amount on Ending Balance line)

\$0.00



ALL INFORMATION BELOW IS REQUIRED. PLEASE PRINT LEGIBLY.

NAME OF BANK(S) AND BRANCH LOCATION(S):

NAMES OF CURRENT SIGNERS ON BANK ACCOUNT(S):

Commander: _____

Sr. Vice Commander: _____

Treasurer: _____

AUDIT COMMITTEE (THREE AUXILIARY MEMBERS)

(Must not include Commander, Sr. Vice Commander, Treasurer, Finance Committee, or non-DAVA members)

Audit Committee Member Signature and Member Number

Audit Committee Member Signature and Member Number

Audit Committee Member Signature and Member Number

Date _____

COMPLETED BY:

Signature and Member Number

Title

Date _____

The completed Financial Report Form, with required schedule(s), must be submitted no later than September 30 in accordance with the National Constitution and Bylaws of the Disabled American Veterans Auxiliary.

Print Four (4) Copies. Distribute as follows:

DAVA National Headquarters, DAVA State Headquarters, DAV State Headquarters, and Unit Copy



Annual Financial Report Instructions



GENERAL INFORMATION:

Annual Financial Report Form: All State Departments and Units are required to use the Annual Financial Report form provided by National Headquarters. Each line listed on this form provides a description of what is to be reported on that specific line. Alterations (scratch outs) of these lines are not acceptable. This means that the category listed for a specific line (e.g. Line 3. Public Bingo Income) cannot be scratched out and replaced with a different category (e.g. Raffle Income).

Accounting Year: July 1 to June 30.

Due Date: No later than September 30. Any State Department or Unit that has not filed an annual financial report will be considered in a delinquent status which may subject the State Department or Unit to suspension or revocation of its charter.

Additional Filing Requirements & Information:

The financial report is to be completed using the **cash basis** method of accounting, ***not*** an **accrual basis**. The cash basis method of accounting recognizes income and expenses when cash is actually received or paid out. Only income actually earned/received and money actually spent/disbursed during the accounting period should be reported.

Do not include depreciation, Cost of Goods Sold, net values, negative figures or transfers of funds (including cashing in and/or buying a CD) on the financial report.

Fixed assets such as real estate, furniture/equipment and inventory/miscellaneous must be reported separately as a part of line 25, other assets.

Report Completion/Mailing:

The Annual Financial Report is a four (4) part carbonless form. Although typing of the report and schedules is preferred, please be sure all copies are legible if they are handwritten. Mail the completed financial report along with all supporting schedules and any other required documentation to National Headquarters and to the State Department accordingly. Refer to the bottom of each form for mailing instructions. Be sure to retain the appropriate copy of all financial report forms, along with a copy of all schedules and other supporting documentation, for your records!

Online Submission:

Online financial reports are submitted to National Headquarters only and all State Departments and Units are permitted to file an annual financial report online. The State Department/Unit Commander, Adjutant, or Treasurer may access the online financial report by logging onto the DAV Membership System at www.davmembers.org. From the "Maintain Information" menu, select State Department/Chapter Financial Report and then click on the Financial Report Instructions button for complete online submission instructions.

BEGINNING BALANCE FOR THIS YEAR'S REPORT:

Beginning Balance: Must be the **total assets** reported on last year's financial report. Keep in mind that this figure cannot be adjusted for any reason. If there was a reporting error on last year's report which changes the amount of the total assets reported on that report, the adjustment must be reported in the income or expenses section of this year's financial report accordingly. An explanation for the adjustment must be provided as well.

THIS YEAR'S INCOME OR RECEIPTS:

Line 1. Dues: Report all per capita dues received from National Headquarters during the accounting period. State Departments and Units can receive up to four (4) per capita dues distributions that are directly deposited each year. This income should NOT be reported on line 7 or line 8 of the financial report. Any dues received that are not from National Headquarters should be reported on line 8.

Line 2. Forget-Me-Not Drive Receipts: Report *total gross receipts* from Forget-Me-Not drive during the accounting period.

Line 3. Bingo Gross Receipts: Report total gross receipts from public bingo operation during the accounting period. Total gross receipts from voluntary bingo sessions held for disabled veterans at a VAMC and/or nursing home for veterans should be reported on line 13.

Line 4. Thrift Store Gross Receipts: Report total gross receipts from thrift store operation during the accounting period.

Line 5. Kitchen Operation Gross Receipts: Report total gross receipts from kitchen operating expenses during the accounting period.

Line 6. Interest & Dividend Income: Report interest and dividends received from checking accounts, savings accounts, and certificates of deposit during the accounting period.

Line 7. National Fundraising Program: **For State Department use ONLY.** Report all distributions the State Department received under this fundraising program conducted by the National Organization. This income should NOT be reported on line 1 or line 8 of the financial report.

Line 8. Other Income: Report all income and monies received that do not fall into any of the above categories. **Attach required schedule** indicating all sources of any such income and the specific amount received from each source. **NOTE:** Transfers of funds (including cashing in and/or buying a CD) must not be listed on the financial report. A transfer of funds is just moving money the State Department/Unit already had from one bank account to another bank account. The actual transfer is not income earned as the State Department/Unit already had the money as an asset, nor is it an expense as the money was not spent/disbursed. Only income actually **earned/received** and money actually **spent/disbursed** during the accounting period should be reported.

Line 9. Total Income: The sum of lines 1 thru 8. Do **NOT** include the Beginning Balance amount.

THIS YEAR'S EXPENSES OR DISBURSEMENTS:

Line 10. Salaries for Administrative Personnel Only: Report total amount of all salaries for administrative personnel only. **Attach required schedule** providing the full names of all administrative personnel, their job title and the amount of each individual's compensation.

Line 11. Conventions/Conferences/Seminars: Report total amount of expenses for National and State Conventions, conferences, schools of instruction, seminars and District meetings. Attach required schedule listing the specific event and the total amount expensed/disbursed for **each attendee**. All travel and lodging expenses, convention ads, hospitality rooms, and all other expenses directly related to the event should be included in the total amount reported.

Line 12. Postage and Office Supplies: Report total amount of expenses for administrative and non-service related postage, plus the cost of all office supplies (pens, paper, ink cartridges). The purchase of furniture or equipment (e.g. computers, printers, desks) should be listed on line 19.

Line 13. Service/Charitable: Report total amount of expenses for service programs and activities that provide a direct and substantial benefit to disabled veterans and their families. **Attach required schedule.** Each expense should be listed separately.

Line 14. Forget-Me-Not Drive Expenses: Report total amount of Forget-Me-Not drive expenses (flowers, cans, materials purchased from the DAV Store).

Line 15. Bingo Expenses: Report total amount of expenses for any public related bingo operation. **Attach required schedule** to include the payout to players, all bingo salaries (list the full name, job title and amount of salary or other compensation for each bingo employee), payroll taxes, related supplies and any other expenses that are directly related to the operation of bingo. Please bear in mind there are some states which prohibit the payment of any compensation to bingo workers by a charity/nonprofit. Only the actual inventory purchases made during the accounting period should be reported.

Line 16. Thrift Store Expenses: Report total amount of expenses for any thrift store operation. **Attach required schedule** to include rent, utilities, all thrift store salaries (list the full name, job title and amount of salary or other compensation for each thrift store employee), payroll taxes, management fees, and any other expenses that are directly related to the operation of the thrift store. Only the actual inventory purchases made during the accounting period should be reported.

Line 17. Kitchen Operation Expenses: Report total amount of expenses for any kitchen operation. **Attach required schedule** to include all kitchen salaries (list the full name, job title and amount of salary or other compensation for each kitchen employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the kitchen. Only the actual inventory purchases made during the accounting period should be reported.

Line 18. State Mandate: Report total amount paid for yearly state mandate as warranted by state.

Line 19. Other Expenses: Report total amount of all other expenses which do not fit into any of the above categories. Examples include: awards, gifts and pins to officers, members and guests; dinners and picnics for the members; installation, supplies (non-Forget-Me-Not) purchased from National Headquarters, and any other miscellaneous expenses. **Attach required schedule** which clearly identifies the reason for the disbursement with the total amount stated for each category. Only income actually **earned/received** and money actually **spent/dispursed** during the accounting period should be reported.

Line 20. Total Expenses: The sum of lines 10 thru 19.

ENDING BALANCE FOR THIS YEAR'S REPORT:

Ending Balance: This figure will be the **Beginning Balance** plus the **Total Income** (line 9) and minus the **Total Expenses** (line 20), which must agree with the **Total Assets** listed on line 26.

STATEMENT OF ASSETS:

Lines 21 thru 25 on this form are to be used to report only cash assets which, for DAV Auxiliary's financial reporting purposes, are assets that are in cash form or CD's. Please remember that this does not include fixed assets such as real estate, furniture/equipment, and inventory/miscellaneous.

Line 21. Checking Accounts: Report **total** of amounts in **all** checking accounts on last day of accounting period. **Attach a copy of the closing month bank statement** closest to the ending date of the accounting period for each checking account. **NOTE: If the total amount reported on this line**

differs from the closing balance shown on the bank statement(s) plus all cash on hand, provide a copy of the reconciliation page for each checking account.

Line 22. Savings Accounts: Report **total** of amounts in **all** savings accounts on last day of accounting period. **Attach a copy of the closing month bank statement** closest to the ending date of the accounting period for each savings account. **NOTE: If the total amount reported on this line differs from the closing balance shown on the bank statement(s), provide a copy of the reconciliation page for each savings account.**

Line 23. Certificate(s) of Deposit: Report **total value** (not original purchase value) of all certificates of deposit (CD) on last day of accounting period. **Attach statement** closest to the ending date of the accounting period or a letter from the financial institution(s) holding any CDs verifying the value as of the end of the accounting period for each CD. **NOTE:** Be sure to properly report all CD interest earned during the accounting period on line 6.

Line 24. Market Value of Investments as of End of Accounting Period: Report **total market value** of investments on the last day of accounting period. **Attach a copy of the investment statement** closest to the ending date of the accounting period for all investments.

Line 25. Other: Report any other assets not reported on lines 21-24. **Attach a copy of the bank statement** or a statement from the financial organization closest to the ending date of the accounting period.

Line 26. Total Assets: The sum of lines 21 thru 25. **In all cases, this figure must equal** the amount reported on the **Ending Balance** line. **Reports that are not in balance will not be accepted!**

NAME OF BANK(S) AND BRANCH LOCATION(S):

Provide the full name and address of all financial institutions (banks, savings & loans, etc.) holding **any** funds of the State Department/Unit. **Information required.**

NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNT(S):

Provide the full name and title of the three (3) authorized signers on the checking account. In accordance with the National Constitution and Bylaws, the signers must be the State Department/Unit Commander, State Department/Unit Senior Vice Commander, and State Department/Unit Treasurer. **Information Required.**

REQUIRED SIGNATURES:

Signed by Audit Committee: The financial report must be signed/printed and dated by three (3) members of the State Department/Unit Audit Committee as indicated in the lower left hand corner of the report. As provided in the National Constitution and Bylaws, excluded from the Audit Committee are the State Department/Unit Commander, State Department/Unit Senior Vice Commander, State Department/Unit Treasurer, State Department/Unit Adjutant, Finance Committee, or non-DAV Auxiliary members. **Information required.**

Signed and Submitted by Authorized State Department/Unit Officer: The financial report must be **signed**, dated, and submitted.

ENSURE REPORT IS MATHEMATICALLY CORRECT AND IN BALANCE:

Be sure to complete all computations on the financial report and provide required schedules.

Ensure that the amounts listed on the financial report agree with the corresponding schedule amounts.

Ensure that the report is in balance. Start with the beginning balance listed at the top of the current financial report, add the total income listed on line 9 and subtract the total expenses listed on line 20 to arrive at the ending balance. The ending balance **must** agree with the total assets listed on line 26 of the current financial report. **Reports that are not in balance will not be accepted!**

ATTACHED SCHEDULES:

State Departments and Units are required to provide simple schedules in the proper format which clearly identify the source of income and/or the reasons for the disbursements. Combine all like income or all like disbursements and state the total amount for each category; for example: member donations and the **total** amount received from all member donations; meeting refreshments and the **total** amount paid for all meeting refreshments. Monthly breakdowns/general ledger reports; listings of each deposit made, each check written and each withdrawal; and proper names are not acceptable.

ANNUAL FINANCIAL REPORT CHECKLIST:

(provided for your convenience)

- Is the Annual Financial Report form current? Outdated forms will not be accepted.
- Are you using the accounting period beginning July 1 ending June 30?
- If your gross annual income, excluding per capita dues, exceeds \$300,000, has a review by a certified public accountant (CPA) been performed? Be sure to enclose the complete CPA review report.
- Are all the computations on the Annual Financial Report completed?
- Does the Beginning Balance plus Total Income (line 9) minus Total Expenses (line 20) agree with Assets listed on line 26?
- Are all the names and branch locations of the State Department/Unit financial institutions included?
- Are the names of the three (3) authorized signers on all State Department/Unit bank accounts included?
- Did three members of the Audit Committee sign and date the Annual Financial Report? (Excluded from the Audit Committee are the Commander, Treasurer, Adjutant, Finance Committee, and non-DAVA members.)
- Is the Annual Financial Report signed and dated?

Are the following applicable schedules and attachments equal to the amount listed on the corresponding lines of the Annual Financial Report and enclosed:

- Line 8. Other Income
- Line 10. Salaries for Administrative Personnel Only
- Line 11. Conventions/Conferences/Seminars
- Line 13. Service/Charitable Donations—Is the schedule properly completed showing the total amount expended for such programs and activities that provide a direct and substantial benefit to ill and injured veterans and their families, as well as VA Medical Center donations, service programs, and other/service charitable expenses?
- Line 15. Public Bingo Expense
- Line 16. Thrift Store Expense
- Line 17. Kitchen Operations Expense
- Line 19. Other Expenses
- Line 21. Checking Account
- Line 22. Savings Account
- Line 23. Certificate(s) of Deposit
- Line 24. Market Value of Investments as of End of Accounting Period
- Line 25. Other Assets
- Mail the report along with copies of all supporting schedules and attachments as indicated at the bottom of each copy of the Annual Financial Report form.
- Be sure to retain the appropriate copy of all financial forms, along with a copy of all schedules and other supporting documentation, for your records.

V.A.V.S. REPORT 2017-2018

Fill out in triplicate.

Send two copies to
address listed at right:
Keep one copy for Unit files

Must be postmarked by: _____

PLEASE PRINT OR TYPE

NAME OF UNIT Camp Pixie Dust **Should be official name on charter UNIT NUMBER 23
CITY Pixie Hollow STATE Iowa

TOTAL NUMBER OF SENIOR MEMBERS 142
LOCATION OF DVA MEDICAL CENTERS Autumn Forest
LOCATION OF DVA SATELLITE CLINICS Spring Valley, Summer Glade, Winter Woods

	<u>NUMBER</u>	<u>*DVA Certified HOURS</u>
1. Senior members working as:		
Regularly scheduled (R/S) volunteers (Senior members)	<u>3</u>	<u>1,248</u>
Sponsored volunteers (non-members)	<u>5</u>	<u>2,600</u>
	<u>30</u>	<u>630</u>
Occasional volunteers (non R/S)		
TOTAL	<u>38</u>	<u>4,478</u>
Number of NEW VA volunteers that were recruited this year	<u>6</u>	

2. List Unit Projects and Value of each (**one project per line**). If additional room is needed, please use reverse side or attach additional sheet.

<u>1 Knit 10 lap robes for Autumn Forest VA</u>	<u>\$ 600.00</u>
<u>2 Made Valentines for National Salute to Veteran Patients Week</u>	<u>\$ 25.00</u>
<u>3 Collected puzzle books, cards, etc. for Christmas stockings</u>	<u>\$ 75.00</u>
Total....	\$ 1,096.00

3. Cash Donations (**one project per line**). If additional room is needed, please use reverse side or attach additional sheet. (Examples: DAV Transportation Network, Veterans Writing Project, or Winter Sports Clinic).

<u>1 Donated to Winter Sports Clinic</u>	<u>\$ 200.00</u>
<u>2 Sponsored BINGO at Fall Foliage VA CLC</u>	<u>\$ 250.00</u>
<u>3 Donated to National Disabled Veterans TEE Tournament</u>	<u>\$ 100.00</u>
Total....	\$ 550.00

TOTAL VALUE OF 2 and 3..... \$

If total exceeds \$1,000, expenditures must be itemized on back of report

4. Was a Special Fundraiser held to benefit VAVS? Yes X No _____
Total number of volunteer hours for the program 25 Total amount raised \$ 1,101

Briefly explain the program: Camp Pixie Dust held a bake sale to raise money for the VAVS. 100 members donated time by baking treats, packaging them up and selling at area stores. In total we had 25 hours of volunteer time and raised \$1,101 for the VAVS.

If more space is needed to complete this report, please continue on the reverse side or attach additional sheet.

***DVA includes VAMC, VA Outpatient Clinics, VA Hospice, VA Home-Health, VA Nursing Homes, VA Foster Care, VA Vet Centers, National VA Cemeteries, VA Regional Offices. State Veterans' Homes and Cemeteries if a *Memorandum of Understanding (MOU)* is in place. Hours must be certified through VAMC.**

Submitted by: Tinkerbell - Unit 23 Commander

Signature of Commander and/or VAVS Chairman

(Back of report form or separate attached page)

Section 2 – Unit projects continued

- 4 Helped with spring and fall clean-up days at Iowa National Veterans Cemetery
- 5 Collected hygiene/ personal items for VA Outreach Center
- 6 4 members volunteered at the National Disabled Veterans TEE Tournament
- 7 6 members volunteered at the Winter Sports Clinic
- 8 16 members participated in 4 events at the Frosty Meadows Veterans Home
- 9 Sponsored a Super Bowl pizza party at the Autumn Forest VA

Itemized expenses:

Sec 2 Line 1 – Lap robes – 80 skeins of yarn @ 3.50	
\$280.00	
	(VA estimated value: 10 @ \$60 = \$600.00)
Sec 2 Line 2 – Valentine making supplies – markers, doilies, construction paper, glue	\$ 25.00
Sec 2 Line 3 – Puzzle books, playing cards, etc	\$ 75.00
Sec 2 Line 5 – Shampoo/ soap/ conditioner/ toothpaste	\$112.62
Socks/ underwear/ shirts/ sweatpants	
\$237.38	
Sec 2 Line 9 – Pizza delivery – 6 pizzas plus delivery	\$ 40.00
Sec 3 Line 1 – Cash donation to Winter Sports Clinic ck #11605	\$200.00
Sec 3 Line 2 – Cash donation to Fall Foliage VAVS for BINGO party prizes ck #11605	\$250.00
Sec 3 Line 3 – Cash donation to National Disabled Veterans TEE Tournament ck#11610	\$100.00
	TOTAL
	\$1,320.00

Notes to remember when filling out reports:

- *Include only activities/ events that take place at a VA, a MOU/MOA facility or is a VA sponsored program or event
- *TYPE or PRINT clearly
- *DO NOT forget to itemize on the back of the page or attached separate sheet
- *Double check all hourly and monetary totals for accuracy
- *Make sure you note “see back page” or “see attached”
- *DO NOT make any other marks on report

To learn more about VAVS – VA Voluntary Service – and how you can get involved, visit <https://www.volunteer.va.gov/>. This website is a great source of information for VA programs, locations of VA's and VAVS offices, how to volunteer, voluntary needs at each VA and the needs/ wish lists of the VA. I checked out a couple VA's and put together a sample needs list – keep in mind, your VA may have specific needs, but this should give you a good idea of the types of things they request. Always make sure you contact the VA first so that you don't get items they may already have an abundance of, or in case there is a special project now listed that needs financial support.

HYGIENE ITEMS:

*Lotion *Body Wash *Denture Cleaner *Combs *Lip Balm *Deodorant *Disposable Razors *Shampoo
*Shaving Cream *Toothbrushes

GENERAL ITEMS:

*Bus passes *Cans of coffee *Postage Stamps *Prepaid phone cards *Prepaid cell phone cards *Gift cards
(Area restaurant, grocery, or gas stations – Target, Wal Mart, Walgreens)

NEW CLOTHING (Original tags/packaging):

*T-Shirts *Underwear *Socks *Sweatpants *Sweatshirts *Seasonal items *Shoes (Athletic or Slip-On)

BLANKETS:

*New 4'x5' or larger *Soft material

CARDS:

*Cards signed by well-wishers *Thank-you *Thinking of you – Check you specific VA for donation guidelines

Suggestions for Unit VAVS Projects:

You don't have to be a regular volunteer at a VA or VA Clinic (or MOU Veterans Home) to participate in VAVS – there are many ways to get involved.

- *Knit/ crochet lap robes for your local VA/ Veterans Home
- *Make Valentines for Veterans on Valentine's Day
- *Help distribute Valentine's during Valentine's week
- *Volunteer for special events i.e. Vietnam Veteran's recognition day, Cancer Survivor's events, Veteran's Day ceremonies, Welcome Home Events
- *Volunteer at a National Veterans Cemetery with clean-up days
- *Help lay wreaths or assist with other holiday decorating at National Veterans Cemetery – Note: This cannot be as part of "Wreaths Across America"
- *Have a Unit collection drive of personal items/ hygiene items (see examples above) for donation to a VA or Veterans Outreach Center
- *Have pizza, bagels, muffins delivered to VA CLC's or other VA wards
- *Sponsor a Bingo Party by sending a donation to buy Canteen gift certificates for prizes
- *Volunteer your time or donate funds to support the VA Adaptive Sports programs
- *Donate items to fill stockings at Christmas
- *Send Holiday cards and "Thinking of you" cards
- *Donate money to support a special project at a local VA – i.e. Meditation Garden or other outdoor space
- *Purchase a Keurig machine/ coffee pods for the Women's Clinic
- *Donate coloring books/ colors for waiting areas
- *Make up bags with special items for when patients are admitted i.e. A women's bag with adult coloring books, colored pencils/ markers, chocolates, candy (regular and sugar free), gift cards, magazines, puzzle books. A men's bag with puzzle books, candy, cards, sports/ car magazines, gift cards
- *Raise funds to purchase artwork, TV's, exercise equipment or other large ticket items for VA use
- *Volunteer professional services (hair care, massage therapy, etc.) at a VA Outreach Center, Stand Down event or VA CLC
- *Host a food drive to benefit a food pantry at a VA Outreach Center

However, if you do have the time – a couple hours a week or even a month - and are close to a VA or VA Clinic, consider volunteering your time. Many VA's are in need of:

- *Van drivers
- *Information desk volunteers
- *Office assistants
- *Escorts

- *Patient reminder calls
- *Mail room assistants
- *And much more!

United We Serve –

“United We Serve engages Americans in sustained, meaningful community service from June 22 to September 11, a new National Day of Service and Remembrance. But, of course, the call to service will not end on September 11 I hope you will join me in answering the President’s call and engaging in your community this summer and beyond.”

Besides the many volunteer opportunities available at VA medical facilities, Veterans benefits offices and National cemeteries, here are four specific opportunities to consider:

Volunteer Transportation Network (VTN) - Since 1987, the Disabled American Veterans (DAV) has been a major supporter of the Volunteer Transportation Network (VTN) by donating vans to medical center across the nation. DAV, VAVS, and other community organizations have combined to create a nationwide volunteer program to transport Veterans who are seeking VA services or benefits.

Welcome Home Events - This event provides pertinent information on VA benefits and includes participation by Veterans Benefits Administration (VBA) staff; VHA Health care services; Supportive services for families and/or significant others; and Services of the OEF-OIF Program Manager, Transition Patient Advocates, and OEF-OIF Case Managers.

Stand Down for Homeless Veterans - The first Stand Down was organized in 1988 by a group of Vietnam veterans in San Diego. Since then, Stand Downs have been used as an effective tool in reaching out to homeless Veterans, reaching more than 200,000 Veterans and their family members between 1994-2000.

National Cemetery Volunteer - The National Cemetery Administration (NCA) honors veterans with final resting places in national shrines and with lasting tributes that commemorate their service to our nation. NCA serves all veterans and their families with the utmost dignity, respect, and compassion. United We Serve
www.volunteer.va.gov Cemetery Volunteers Stand Down Volunteers Welcome Home Volunteers Pet Therapy Volunteers National Salute to Veteran Patients Volunteer Transportation Network

To learn more about our volunteer opportunities visit us on the web: www.volunteer.va.gov/ or contact your local VA Voluntary Service office.

I want to touch on the whole MOU/MOA topic. There are really two different issues going on. The first issue is in regards to the VAVS report... an MOU or MOA is a Memorandum of Understanding or Agreement. This is basically a non-binding “gentleman’s agreement” between two parties, for example the VA and a State Veterans Home. **Any facility under an MOU or MOA is automatically considered certified volunteer hours through the VA for the purpose of our VAVS report.** This can be at a VA, Veterans Home, Cemetery, etc. It is up to the volunteer to determine if there is an MOU/MOA in place – you can call your Veterans Home to find out this information – and then find out what way the volunteer hours need to be reported. The facility may request that the volunteer report hours directly to the VA, they may have them sign in on a computer, fill out a form, etc. The second issue is certifying these hours for the VA Volunteer Awards program. Even though my State Veterans Home has an MOU in place with the VA, our VA DOES NOT collect volunteer hours from the State Veterans Home towards the VA Volunteer Awards program due to time and staffing restrictions. This may not be the case at all VA’s. You will need to check with your individual VA to see IF they certify these hours and HOW they want them reported. ****Just remember – even if your VA does not specifically certify these hours for the purpose of the VA Volunteer award program that DOES NOT mean that they can’t go on the VAVS report!**

**DISABLED AMERICAN VETERANS AUXILIARY
PROPOSED BYLAW AMENDMENTS
2017**

Page N-13, ARTICLE I – NATIONAL CONVENTION, Official Rules of the National Convention, Item B. Delete “History”

Rationale: There is a lack of participation for this judging committee at National Convention.

Page N-25, ARTICLE V – NATIONAL COMMITTEES AND CHAIRMEN, Section 6: National Interim Constitution and Bylaws Committee, Paragraph 2. Delete second paragraph and substitute the following:

All proposed Constitution and Bylaw amendments shall be sent to the National Adjutant no later than ten (10) days prior to the National Convention. The amendment(s) shall be signed by the sponsor.

Rationale: The use of electronic mail is increasing and is the preferable method.

Page N-27, ARTICLE VII – MEMBERSHIP, Section 4: Replacing Membership Cards. Delete paragraph and substitute the following:

A membership card, which is lost, stolen or destroyed will be replaced by National Headquarters upon request.

Rationale: Requests are often made via phone calls and electronic mail.

Page N-39, ARTICLE X – Local Units, Section 1, Paragraph 2. Delete paragraph and substitute the following:

All applications for Charter shall be made directly to National Headquarters. Applications shall be accompanied with the national charter fee of twenty-five dollars (\$25.00), applicable IRS fee(s), and the entire amount of dues for each member.

Rationale: National Headquarters can make application for all units ensuring compliance with the IRS.

Page N-40, ARTICLE X – LOCAL UNITS, Section 3. Delete “E” and substitute new “E” as follows:

E. which files annually a financial report with State and National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process.

Over

Page S-1, ARTICLE I – STATE ORGANIZATION, New Section 2.

Section 2: The fiscal year shall be the membership year commencing on July 1 ending June 30.

Rationale: To establish a uniform fiscal year for financial reporting purposes.

Page S-8, ARTICLE IV – DUTIES OF STATE OFFICERS, Section 6: State Adjutant, Paragraph 3, items a and b. Delete items a. and b.

Rationale: State financial report or Accountant’s Statement and appropriate IRS Form 990 will not be prepared prior to the current convention.

If approved, re-alphabetize accordingly.

Page S-8, ARTICLE IV – DUTIES OF STATE OFFICERS, Section 6: State Adjutant, Paragraph 3, item e. and f. Delete “3” and substitute with “2.”

Rationale: The change in number of copies from three to two was approved at the 2016 national convention, but this section was not addressed at that time.

If approved, re-alphabetize accordingly.

Page S-9, ARTICLE IV – DUTIES OF STATE OFFICERS, Section 6: State Adjutant. Add new Paragraph 5 which will read:

A copy of the financial report for the previous fiscal year and a copy of the appropriate IRS Form 990 shall be forwarded to National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process and Federal IRS requirements.

Page S-14, ARTICLE VI – STATE COMMITTEES AND CHAIRMEN, Section 6: State Audit Committee, Paragraph 3, Last sentence. Delete last sentence and substitute the following:

The Financial Report Form provided by National Headquarters shall be completed by the State Treasurer or the Audit Committee and sent to National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process.

Page S-15, ARTICLE VI – STATE COMMITTEES AND CHAIRMEN, Section 6: State Audit Committee, Paragraph 4, Last sentence. Delete last sentence and substitute the following:

The accountant’s statement and a completed financial report form prepared by the accountant shall be mailed to National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process.

Page S-15, ARTICLE VI – STATE COMMITTEES AND CHAIRMEN, Section 6, Paragraph 4, First sentence. Delete first sentence and substitute the following:

If the total gross income of the state department exceeds \$300,000, the state financial records shall be reviewed and verified by an Independent or Certified Public Accountant.

Rationale: To comply with DAV national bylaws.

Page S-15, ARTICLE VI – STATE COMMITTEES AND CHAIRMEN, Section 6: State Audit Committee, Paragraph 6, Last sentence. Delete paragraph 6.

Rationale: Since the Annual Financial Report will not be completed until after the Convention, it cannot be adopted by the delegates.

Page S-20, ARTICLE XI – JEWELRY AND CAPS, Section 1: Jewelry and Caps, Paragraph 2. Delete paragraph 2 and substitute the following:

All official jewelry shall be purchased through the DAV Store.

Rationale: The DAV Store now handles purchase of supplies.

Page U-2, ARTICLE VI – ELECTION OF UNIT OFFICERS, Section 1, last sentence. Delete last sentence and substitute the following:

The Adjutant shall notify all life members at least ten (10) days prior to annual nominations and/or elections.

Rationale: Notification of election to fill a vacancy shall not require advance notice.

Page U-7, ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 3: Adjutant, item 9. Delete item 9 and substitute the following:

9. Notify all life members at least ten (10) days prior to annual nominations and/or elections.

Rationale: To comply with Page U-2, Article VI, Section 1.

Page U-8, Article XI – DUTIES OF UNIT OFFICERS, Section 4: Treasurer, Item 7, third sentence. Delete third sentence and substitute the following:

If the gross income exceeds \$300,000, the Unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant.

Rationale: To comply with DAV national bylaws.

Page U-9, ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 4: Treasurer, NOTE, Paragraph 2. Delete last sentence and substitute the following:

The Unit Adjutant shall send the report to State and National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process.

Page U-13, ARTICLE XIV – UNIT COMMITTEES, Section 2: Audit Committee, Paragraph 3. Delete last sentence and substitute the following:

The Unit Adjutant shall send the report to State and National Headquarters no later than September 30.

Rationale: To establish a uniform reporting process.

Page U-13, ARTICLE XIV – UNIT COMMITTEES, Section 2: Audit Committee, Paragraph 4, First sentence. Delete first sentence and substitute the following:

If the total gross income of the Unit exceeds \$300,000, the Unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant. The accountant's statement and a completed Financial Report form shall be mailed to State and National Headquarters by the Unit Adjutant no later than September 30.

Rationale: To comply with DAV national bylaws.

Page U-16, ARTICLE XVI – CONVENTIONS, Section 1: Delegate(s), Paragraph 1. Delete Paragraph 1 and substitute the following:

Section 1: Delegate(s)

A life member must be in good standing to be selected as a delegate or alternate to a State or National Convention.

Rationale: To comply with Page N-6, Article I, Section 4.

Page U-17, ARTICLE XVII – SUPPLIES, Section 1. Delete Section 1 and substitute the following:

Section 1: All emblems, badges, standards, and other supplies shall be ordered and/or purchased through the DAV Store. All jewelry displaying the official emblem of our organization shall also be purchased through the DAV Store.

Rationale: The DAV Store now handles purchase of supplies.

Completing a DAV Auxiliary Membership Application

Please Print Legibly!

DAV Auxiliary Receipt

Date 17

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

Life membership is based on the applicant's age as of the current membership year.

AGE	LIFE AMOUNT
80 or older	Free
71-79	\$140
61-70	\$180
46-60	\$200
31-45	\$230
Birth-30	\$250

Life membership may be obtained with a \$20 down payment.
Note: Billing will occur quarterly based on outstanding balance.

I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT.

Sponsor's Signature _____

DAV Auxiliary Membership Application

National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

Toll Free 877-426-2838
www.davauxiliary.org
dav@dav.org

Membership Application in Unit 2

State 3

Name 4

Date of Birth 5

Address 6

City _____

State _____ Zip _____

Phone 7

Email 8

NEW LIFE LIFE PAYMENT NEW JUNIOR JUNIOR LIFE JUNIOR LIFE PAYMENT 10

IF THIS IS A LIFE MEMBERSHIP PAYMENT, SKIP TO THE SIGNATURE LINE.

Eligibility through 11

Relationship 12

Sponsor's Signature 13

Sponsor's Code Number 14

Applicant's Signature 15

AE/VISA/MC/DISCOVER # 16

SEND WHITE COPY ONLY TO AUXILIARY NATIONAL HEADQUARTERS

EXP. DATE _____

405065 (3/15)

1. Date of application completion.
2. Unit Number (this is the Auxiliary unit you wish to join). If left blank, the membership will be placed in national at-large.
3. State where unit is located.
4. First Name, Middle Initial, Last Name.
5. Date of Birth
6. Full street address, city, state, zip code.
7. Applicant's phone number
8. Email Address, if applicable
9. Check appropriate box based upon your membership/payment preference:
 - *New Life* – for new life membership application. (Our bylaws allow for an extended number of years to complete payment of the life membership.)
 - *Life Payment* – if making payment toward existing life membership.
 - *New Junior* – for new Junior membership application (Ages birth to 17).
 - *Junior Life* – for new life memberships for children 17 years and younger.
 - *Junior Life Payment* - if making payment toward Junior life membership.
10. Enter the amount being paid on this membership.
 - Life membership minimum down payment is \$20, but the member may pay any amount over and above the minimum (or the entire life membership amount).
 - Junior membership are complimentary through age 17, or a junior life membership can be started with a \$20 down payment.
 - Date of birth is required! Needed to determine life membership amounts (if not provided at the time of application, the maximum life amount of \$250 is defaulted. Also required to determine Junior membership eligibility).
11. Name of person applicant is eligible for membership through.
12. Applicant's relationship to the person eligible through. Example: spouse, parent, child, grandparent, grandchild, aunt, uncle, cousin, in-law, etc.
13. Sponsor's signature is the person who is recruiting the new applicant.
14. Membership number of sponsor. This is required to receive credit for recruiting a new senior member.
15. Applicant's signature.
16. Applicant's credit card information. (If the credit card is not in the applicant's name, please provide the credit card owner's information (name, address, phone number) on back of application.)
17. Member's Receipt to be completed by sponsor or person receiving the membership application/payment.

Mail application, with payment, to:

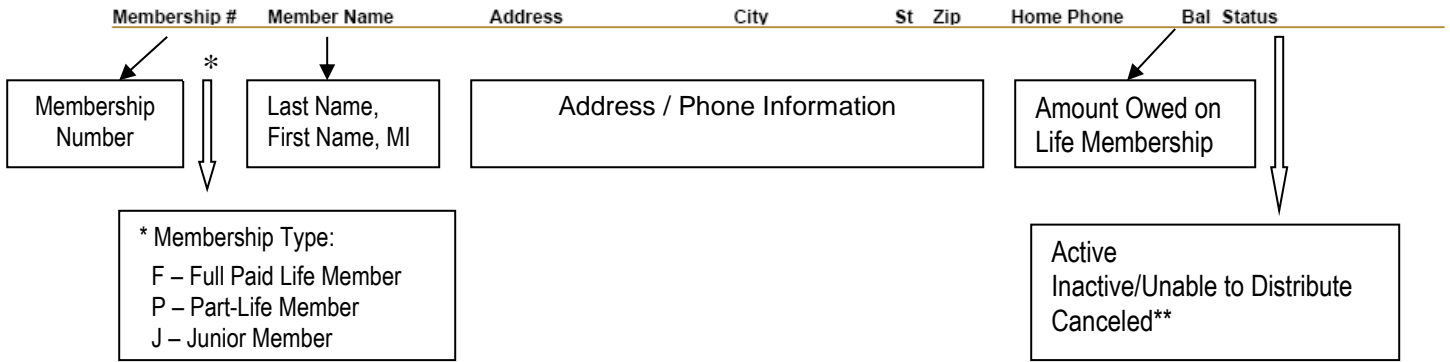
DAV Auxiliary National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076.

Membership Listing –



Membership List By DAV-Dept-Chapt

STATE – Unit #
Ordered by Member Name



**Note: Deceased members are also indicated as canceled.

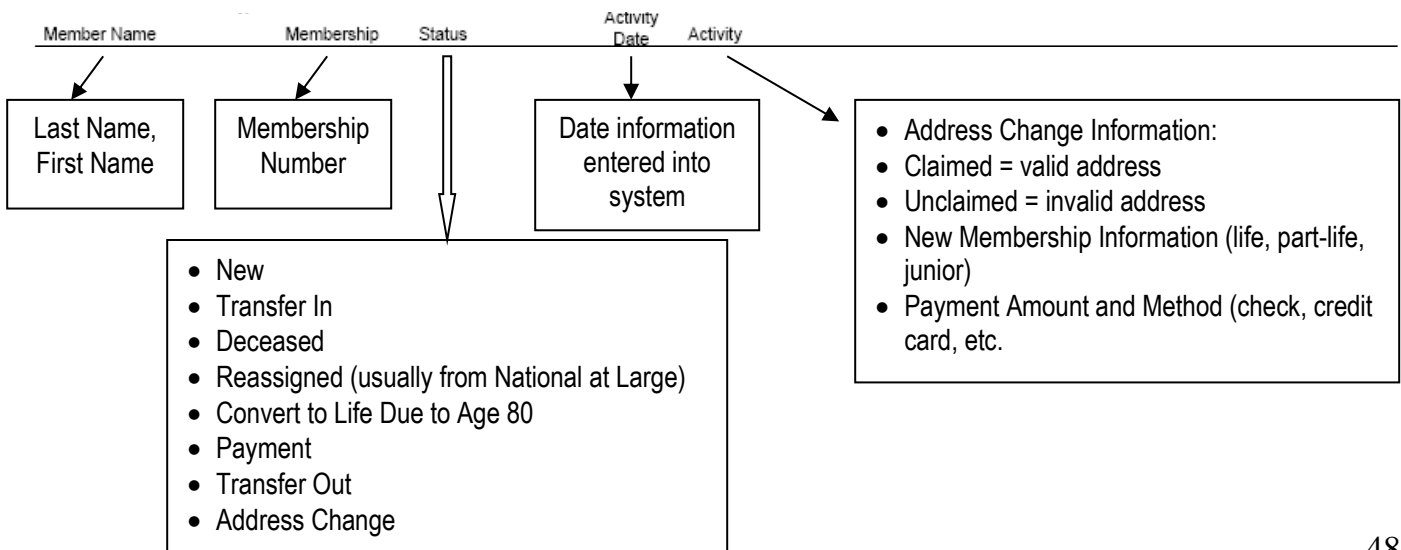
*****Member Count** at the bottom left of the **Membership List** indicates the number of members affiliated with the unit, but may not reflect the total paid members for quota purposes. Refer to the **Status** column for member status.

Activity Report –



Membership Activity Report

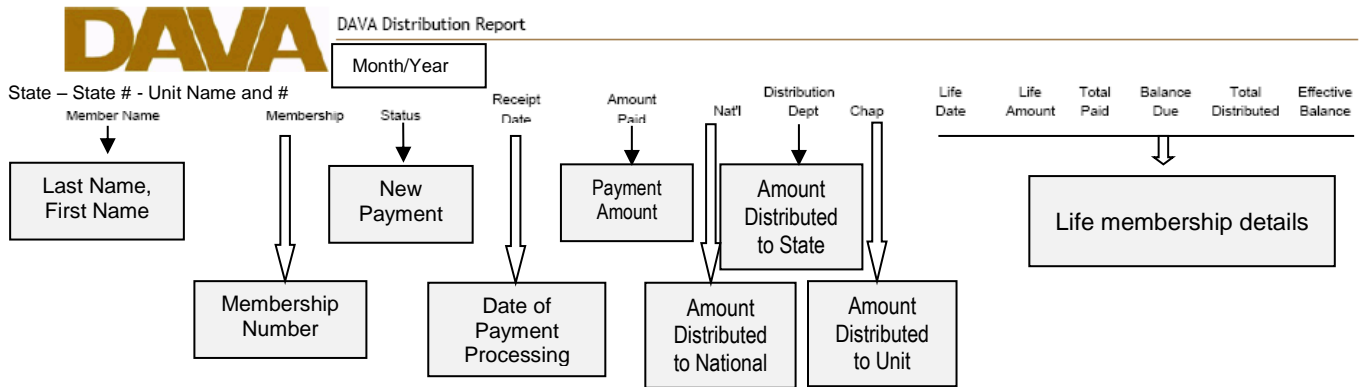
STATE - # - Unit Name & # Range: mo/day/yr through mo/day/yr



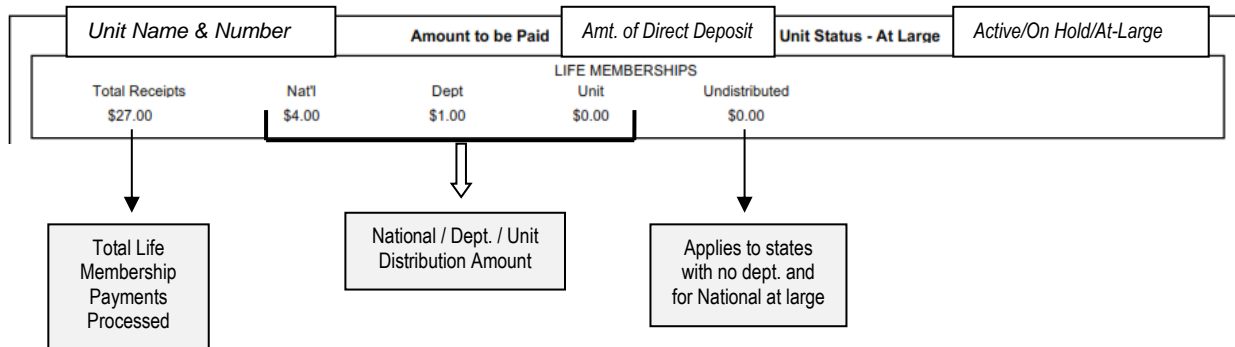
Distribution Report –

Distribution Report – Membership distribution is performed on a quarterly basis. This report indicates membership dues paid and respective distribution amounts.

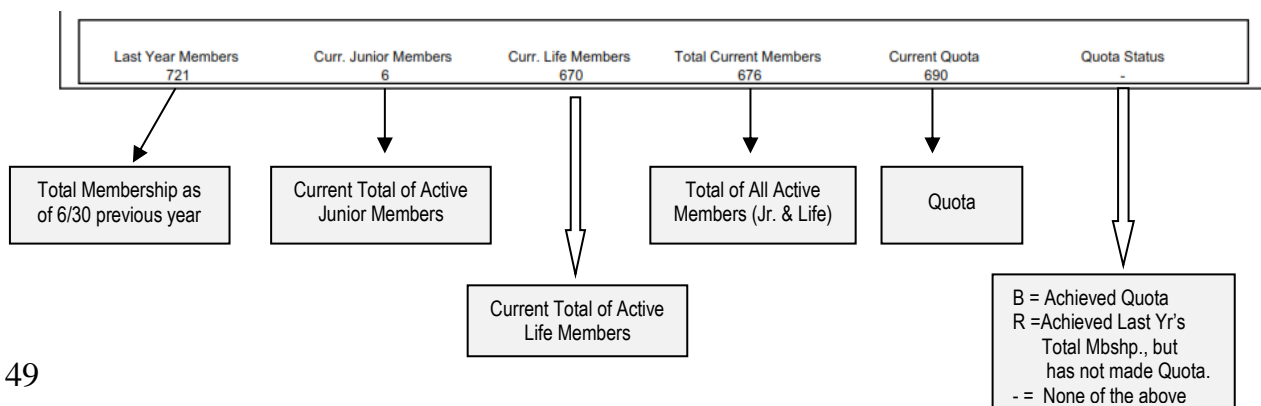
Top Portion Explained -



Lower Section Explained -



Bottom Section Explained -



Indebtedness Statement Explained

This statement is sent to unit adjutants in July of each new membership year and October, January and April (if the unit is monetarily indebted to the national organization). A national mandate is charged annually to cover the education scholarship fund, the service support fund, and national convention expenses.

Each July 1 a distribution of \$.50 is made to the unit for each life member (excluding over-80 complimentary members and paid junior members). The national mandate is automatically deducted from the July 1 distribution, provided the unit has sufficient life membership to make adequate distribution to cover the national mandate. In cases where the July 1 distribution does not cover the full \$25 mandate amount, an indebtedness statement is generated.

To satisfy this balance, the unit can either submit a check to pay the amount owed or it can wait to see if enough membership is processed during following months to make adequate distribution. If the latter is decided, measures should be taken to ensure the balance is paid prior to state and national convention in order to keep your unit in good standing should you have delegates attending.

Example

Dept. #	Unit #	Description	Details	Total
		Balance Carried Forward <i>(See #1)</i>	\$26.00	
State #	Unit #	Current Charges <i>(See #2)</i>	\$0.00	
		Total Amount Due <i>(See #3)</i>		\$26.00
		Total Amount Deducted from Distribution <i>(See #4)</i>		\$ 3.00
		Previous Year Balance Due <i>(See #5)</i>	\$0.00	
		Mandate <i>(See #6)</i>	\$23.00	
		Bad Check Amount <i>(See #7)</i>	\$1.00	
		Other <i>(See #8)</i>	\$0.00	
		Balance Due National as of mo/day/year <i>(See #9)</i>		\$24.00

1. **Balance Carried Forward** – Typically, this is the balance carried forward from the previous month. Note, the year beginning (July 1) amount will also include any amount owed as of year-end June 30, plus the \$25.00 national mandate owed as of year beginning July 1. In the example above, \$1.00 was carried forward from the previous membership year and on July 1 the national mandate of \$25.00 was applied.
2. **Current Charges** – Note: This field is not currently in use.
3. **Total Amount Due** – Sum of items #1 and #2 (if applicable).
4. **Total Amount Deducted from Distribution** – This amount reflects any deductions from membership distribution that have been applied (membership year to date) toward the indebtedness amount. In the example above, \$3.00 is the result of unit per capita distribution from membership dues paid during that particular month and subsequently applied toward the indebtedness.
5. **Previous Year Balance Due** – Note: This field is not currently in use.
6. **Mandate** – Unpaid mandate amount owed by the unit. In the example above, the unit had a distribution deduction of \$3.00, leaving a mandate balance due of \$23.00.
7. **Bad Check Amount** –
 - If a unit check is returned for a reason such as insufficient funds, the unit then becomes indebted for that amount.
 - If a member's personal check (for membership dues) is returned for a reason such as insufficient funds, the amount paid to the unit as their share of that membership distribution, if applicable, will be recouped by adding to the unit's indebtedness as described in the example above.
8. **Other** – Reserved for unique circumstances.
9. **Balance Due National** – The amount of indebtedness owed by the unit to the national organization.

Quota Calculation

The unit quotas are based on the June 30 population, less cancelled, deceased, and transferred-out members. Add in any transferred-in members.

Units with less than 50 members will have a quota increase of one (1) additional member. Units with 50 or more members will have a quota increase of one (1) additional member per each 25 members.

Example: Based on the June 30 total members (minus, cancelled, deceased, transferred out and plus transferred in)

Units with 1 – 49 members will add 1 member
Units with 50 – 74 members will add 2 members
Units with 75 – 99 members will add 3 members
Units with 100 – 124 members will add 4 members
Etc.



DISABLED AMERICAN VETERANS AUXILIARY *Official Transfer Form*

Upon Completion and Approval, Mail to:

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

Date _____

Name _____ Member Code _____
(Please Print)

Street Address _____ City, State & Zip _____

E-mail Address _____ Phone Number _____

I request transfer of my membership

From: _____ in _____
Unit Name and Number State

To: _____ in _____
Unit Name and Number State

Member's Signature: _____

NOTE: Approval of this transfer is required by the receiving unit before processing. Please check appropriate block:

APPROVED

REJECTED

_____ Date

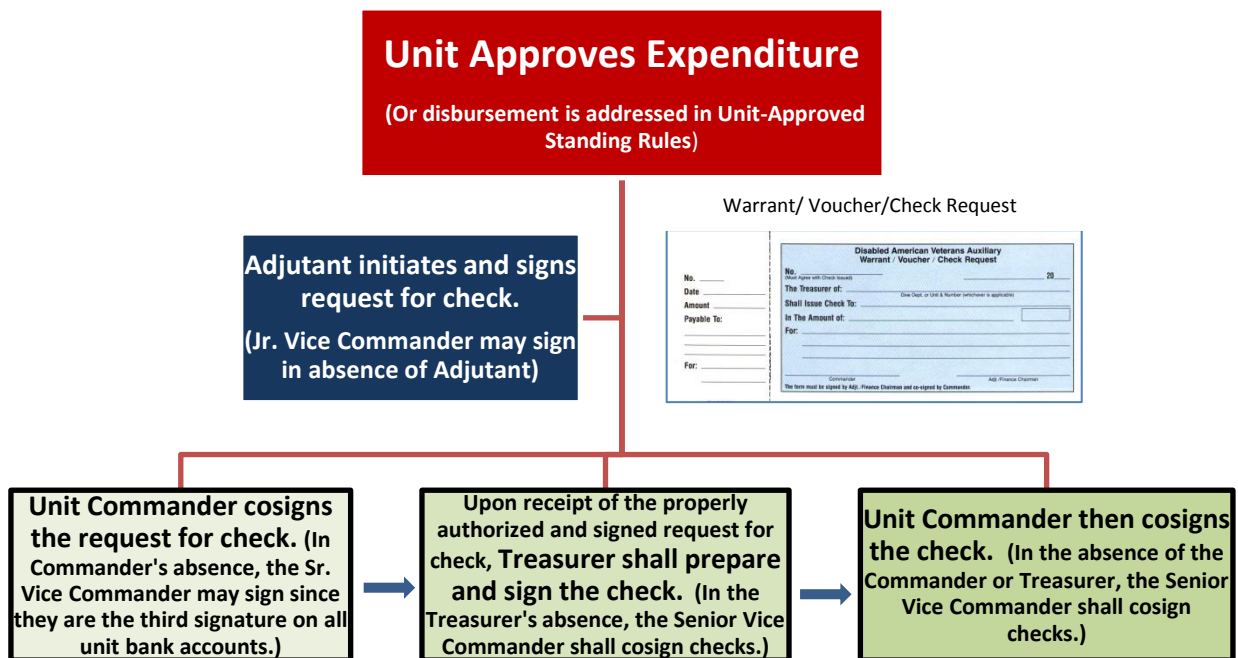
_____ Signature and Title of Officer

Unit Warrants/Vouchers/Check Requests

The national bylaws provide for the proper procedure when issuing checks from unit accounts.

Unit funds may only be expended upon approval of unit members at a regular business meeting unless otherwise specified in Unit Standing Rules.

Procedure —



Debit and/or Credit Cards may not be used

Reference: Disabled American Veterans Auxiliary National Constitution and Bylaws, Unit Section, Article XI, Sections 1 - 4

Disabled American Veterans Auxiliary
Warrant / Voucher / Check Request

Date _____

Amount _____

Payable to:

For _____

_____ 20 _____
(Must Agree with Check # Issued)

The Treasurer of: _____
State Department or Unit & Number (whichever is applicable)

Shall Issue Check To: _____

In The Amount Of: _____

For: _____

_____ Commander _____ Adjutant/Finance Chairman

Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.

Disabled American Veterans Auxiliary
Warrant / Voucher / Check Request

Date _____

Amount _____

Payable to:

For _____

_____ 20 _____
(Must Agree with Check # Issued)

The Treasurer of: _____
State Department or Unit & Number (whichever is applicable)

Shall Issue Check To: _____

In The Amount Of: _____

For: _____

_____ Commander _____ Adjutant/Finance Chairman

Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.

Disabled American Veterans Auxiliary
Warrant / Voucher / Check Request

Date _____

Amount _____

Payable to:

For _____

_____ 20 _____
(Must Agree with Check # Issued)

The Treasurer of: _____
State Department or Unit & Number (whichever is applicable)

Shall Issue Check To: _____

In The Amount Of: _____

For: _____

_____ Commander _____ Adjutant/Finance Chairman

Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.

DAV Auxiliary Website – www.davauxiliary.org

The DAV Auxiliary is excited to implement a website that is easy to use for members and shares information for future members. Site enhancements are always under consideration in an effort to present current and appropriate information.

The Homepage offers easy access to all social media outlets DAV Auxiliary utilizes.



[home](#) [about us](#) [contact us](#) [dav.org](#)

Google™ Custom Search

Search

HOME

MEMBERSHIP

VOLUNTEER

NEWS & EVENTS

The Membership Tab will include the following information:

Join DAV Auxiliary

→ Become a DAV Auxiliary member online

Junior Member Page

→ A page dedicated to everything junior member related

Membership Benefits

→ What can your life membership do for you? Check out these benefits.

Incentives

→ Learn about this years' recruitment program, and how you can earn incentives!

DAV Auxiliary Programs

→ Learn more about the Service Support Program and Education Scholarship

Resources

- Membership Application
- Find a unit
- Membership System access
- Officer Roster – National Officers, NEC's & Alternates, State Commanders, State Adjutants, and National Appointees.
- Membership Summary
- Junior Template
- Label Request Information
- Fund Raising Guidelines
- Auxiliary items for sale
- Annual report forms
- Officer report form
- Financial report form
- Membership transfer form
- PNC Award form

Publications

- Auxiliary Manual
- Constitution and Bylaws
- Headquarters News
- Publicity Resource Guide
- DAV Auxiliary Strategic Plan
- DAV Auxiliary Brochure
- Fall Conference Booklet

The News and Events Tab will include the following information:



home about us contact us dav.org

Google™ Custom Search Search



News

- PDF download of the quarterly Headquarters News

Events

- Information on the annual National Convention, including dates, tentative agenda, hotel and travel information, and much more.
- Information on the annual National Fall Conference, including dates, hotel information, and the official announcement on the event.



home about us contact us dav.org

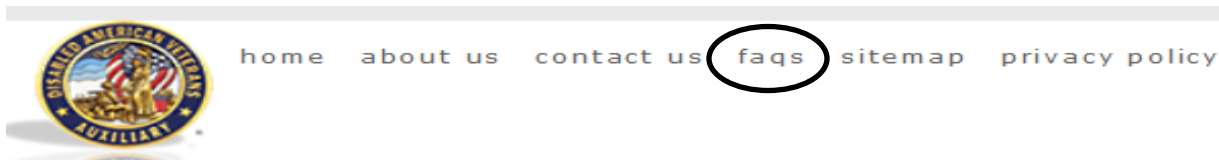
Google™ Custom Search Search



The Volunteer Tab will include the following information:

Volunteer Information

- Drive a Van
- Volunteer at a VA Hospital
- Help Local Veterans (LVAP)
- Monthly Report Form for VAVS Representatives (available in Word and PDF Fillable)



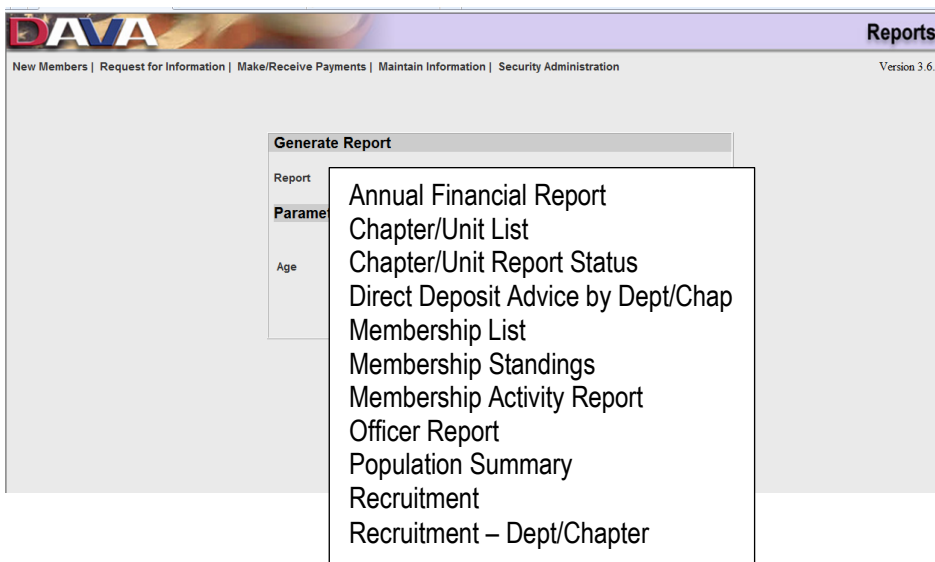
The Frequently Asked Questions (FAQ) Tab will include the following information:

- A list of the most frequently asked questions by members of the DAV Auxiliary and future members of the organization. Further explains documents such as indebtedness statements and membership listings, membership questions, “on hold” statuses, and much more.

Generating Reports

Commanders, Senior Vice Commanders, and Adjutants of units and state departments have system access to generate various reports.

- Log in to www.davmembers.org
- Enter your membership number and password. First-time users are to enter their date of birth as the initial password. If this does not gain system access, contact national headquarters and a staff member will reset your password.
- On the left side of your screen, click on the **Request For Information** tab.
- The drop-down menu may be similar to the following:



- **Annual Financial Report** – Enter the unit/state fiscal year ending date (must be exact). Generate. The result will be the financial report with the specified fiscal year ending date requested.
- **Chapter/Unit List** – Provides a unit listing for your particular state with adjutant name and contact information. Search parameters can be selected to suit your search needs under the Chapter/Unit Status drop-down menu. Print options allow the user to print a list or a desired label format for mailing.
- **Chapter/Unit Status** – Produces a list of units within the state and their respective status. Search parameters are available to suit your search needs.
- **Direct Deposit Advice by Dept/Chap** – Handy report for determining the total amount of membership distribution made by national headquarters to report on the annual financial report or to compare to bank records. Enter the fiscal year date range and select generate.

Over

- **Membership List** – Creates a list of the members and their respective status within a particular unit. Search parameters are available to meet specific search needs. Note the check mark next to Print Labels. Deselect the check if you are generating a membership listing. Do not remove the check mark if you choose to print labels (5160 compatible).
- **Membership Standings** – Not used. This is a DAV report only.
- **Membership Activity Report** – Membership activity is listed on the this monthly report and mailed to the units. This particular report can be generated with a specific date range.
- **Officer Report** – Produces the officer report data on file at national headquarters.
- **Population Summary** – Generates a population summary of all units within your state department. This report can be run daily and reflects membership information as of the previous working day.
- **Recruitment** – Produces an alphabetical list of Recruiters and the respective number of new members sponsored. Hint: 1) Select DAVA. 2) Enter correct fiscal year (2017 for the 2017-2018 year, 2018 for the 2018-2019 year, etc.) 3) Enter a “1” in the ***Minimum DAVA Recruited*** field.
- **Recruitment – Dept/Chapter** – Do not use.

Frequently Asked Questions

Q. **What is the DAV Auxiliary?**

A. The Disabled American Veterans Auxiliary is an organization of men, women, and children with a desire to assist disabled veterans and their families across the United States and Puerto Rico. The organization was founded in 1922 and has grown to over 100,000 members. These members volunteer at Veteran Administration Medical Centers, Nursing Homes, Schools, Churches, Communities, and also promote Patriotism and reach out to legislators for concerns related to veterans and their families. The DAV Auxiliary is founded on the mission of “Making a difference in the lives of disabled veterans and their families.”

Q. **Why should I join the DAV Auxiliary?**

A. Your membership in the DAV Auxiliary strengthens the commitment we have to aiding veterans and their families, while allowing the opportunity to make a difference in the lives of others and themselves. Whether attending one meeting a year or becoming more active, your membership will affect the lives of many.

Q. **Who can join the DAV Auxiliary?**

A. Extended family members of an honorably discharged veteran (includes **all** veterans – whether disabled or not disabled) or extended family of DAV Auxiliary members may join the organization.

Q. **What are some of the programs offered by the DAV Auxiliary?**

A. Life members of the DAV Auxiliary may be eligible for a scholarship of up to \$1,500, with determination of amount based on a submitted application and supporting documentation. The Service Support Program is a one-time assistance program to auxiliary members and is available to those in dire financial need who submit an application and supporting documentation for eligibility consideration. Lastly, DAVA for Kids assists with transportation expenses for military children to attend Camp Corral, a camp dedicated to children of military members for their own reflection and growth.

Q. **What type of membership is offered?**

A. A life membership can be started for \$20 down, and the amount owed is based on the applicant’s age. A life membership can be paid in any amount of time, giving a more flexible payment option. A child under the age of 17 can secure a junior membership complimentary or can begin a life membership at any time for \$250, with \$20 down and an unlimited amount of time for repayment.

Q. **How can I find a unit near my home?**

A. There are two ways to find a unit near you. The first is by visiting <http://www.davauxiliary.org/membership/FindUnit.aspx>, and selecting a search by zip code or state. The second is by calling the national headquarters office (877.426.2838, option #5), where staff can provide additional contact information for representatives in your state.

Q. **How can I sign up?**

A. There are many ways that you can apply! Sign up online at www.davauxiliary.org, or visit the website and download as many applications as you need. Members in your community will also have membership applications available for you to fill out and mail in, or you may call national headquarters and a staff member can assist you with an application and payment over the phone. National headquarters staff can also send you membership applications if you do not have internet access.

Q. There is not a DAVA unit in my area. Can I still join the DAV Auxiliary?

A. Yes! If no unit is specified on your application, you will be placed in the national at-large or if you prefer you can be assigned to the state at-large. You will still be supporting the organization with your membership; however, you would not have a voice or vote at a state or national convention.

Q. Will I receive a membership card?

A. Yes! Membership cards are sent to senior members and full-paid life junior members within three to five weeks of membership processing.

Q. Does the DAV Auxiliary offer any kind of life insurance?

A. No, there are no insurance benefits available at the present time.

Q. Are there any other benefits?

A. Yes. You have access to highly-trained DAV National Service Officers who can answer your questions concerning VA benefits. Also, you can find a list of member discounts on our web site.

Q. Will I receive the DAV Magazine?

A. Yes. However, only one issue is sent per household.

Q. Do units vote on acceptance of new Auxiliary members?

A. No. Members are welcome to join the unit of their choice.

Q. Can I hold more than one Auxiliary membership?

A. Yes, provided the multiple memberships are not in the same state.

Q. How can I volunteer at the local VA facility?

A. If you attend unit meetings, ask for the name of the VAVS Representative at the facility where you wish to volunteer or call your local VAMC and speak to the Voluntary Services Department. You will be provided with information on the application process, given a tour of the facility, informed of various volunteer positions, and assisted with setting up an appointment with Voluntary Services.

Q. How do I organize a new DAV Auxiliary unit?

A. The DAV Auxiliary offers "How to Form" kits that offer valuable information on how to organize a new unit. The new unit will need to have approval from the DAV parent chapter and ten new senior members with complete applications and dues. National and state at-large members can also count toward the ten new member requirement. There is a \$25.00 charter application fee, as well as an applicable IRS Fee. Upon receipt of the "How to Form" kit, work with your State Department for one-on-one support!

Q. What is considered a "Membership Year?"

A. The membership year runs from July 1 through June 30.

Q. What is considered a fiscal year?

A. The fiscal year runs July 1 through June 30.

Q. Can I access my membership record online?

A. Yes. Log in to www.davmembers.org. Enter your membership number and date of birth as your password. After the initial log-in, you will be asked to establish your own password. If you encounter problems logging in, please contact the national headquarters office 877.426.2838, option 5.

Q. How can I get a membership card replaced?

A. Yes, should you lose your card or it is damaged, please contact national headquarters and a staff member will happily assist you. Please remember, card processing can take three to five weeks.

Q. How do I get a bylaw book?

A. Bylaws and other DAVA fraternal sale items (other than the Auxiliary Manual) are ordered through the Halo Branded Solutions, 1980 Industrial Drive, Sterling, IL 61081, phone 800-468-4332, e-mail: orders@halo.com. The constitution and bylaws are also available to view with printing capability on the website under the Membership/Publications tab.

Q. Why are bylaw books revised each year?

A. An interim committee performs an annual review of the constitution and bylaws and considers all resolution submissions. Recommendations of this committee are presented to the national convention committee and changes are adopted on the convention floor by the registered delegates. Also, changes are made to the listings of national officers, chairmen, and national executive committee members.

Q. Are units required to hold annual elections or can we just keep the same officers?

A. Each unit is required to conduct an annual election for each individual office. All officers must be installed in accordance with the DAV Auxiliary bylaws. DAV officers cannot install Auxiliary unit officers.

Q. The bylaws state all members are to be notified of elections at least ten days prior to the annual nomination and/or election. Please explain.

A. Various methods can be used for annual election notification: postcards, newsletters, emails, letters, phone calls. If your unit sends out one newsletter a year, you can list the date of the annual election and this would be considered proper notification even if it is months in advance. The important point is that all senior members must be notified. Elections to fill a vacancy may be held at a regular business meeting without advance member notification.

Q. When should the transfer of possessions (belonging to the organization) from the past to the present officers/chairmen occur?

A. Outgoing officers should be prepared to turn over all records and possessions to their successor at the time of installation. On the state level, however, it may be difficult for the outgoing treasurer to turn over the checkbook until convention hotel bills are paid since the newly elected treasurer would not yet be an authorized check signer. Regardless, the outgoing and incoming officers should come to an agreement to assure a timely transition of property.

Q. Can any member attend a state or national convention?

A. Yes. However, if you want to have a voice and/or vote on the convention floor, you must be a member of a chartered unit in good standing with your dues paid **and** be selected as a delegate in accordance with the national bylaws.

Q. How many meetings must a unit hold each year?

A. Units are required to hold a **minimum** of four meetings per year; however, units tend to find that more frequent meetings provide better productivity.

Q. My unit received an Indebtedness Statement. Please explain.

A. Units are required to pay an annual \$25 national mandate which, in most cases, is deducted from the unit's membership distribution. Should there not be ample membership distribution, an indebtedness statement will be sent in quarterly advising the unit as to the remaining amount owed for their national mandate.

Q. I understand units are required to submit an annual financial report. Who can serve on the audit committee?

A. The audit committee shall consist of three senior members **excluding** the Commander, Senior Vice Commander, Junior Vice Commander (when signing warrants, vouchers, check requests), Adjutant,

and Treasurer. Members of the State Finance Committee may not serve on the State Department Audit Committee.

Q. Who is authorized to sign on unit bank account?

A. The Treasurer establishes and maintains a bank account in the name of the Unit, Disabled American Veterans Auxiliary. The three required authorized Unit signatures shall be the Commander, Senior Vice Commander, and Treasurer.

Q. Who can contact the bank concerning the unit bank account?

A. Any of the three authorized account signers have the authority to check/review the account status.

Q. Who is authorized to sign unit checks?

A. Two signatures are required on all unit checks. Authorized unit signers are: Commander, Treasurer, and Senior Vice Commander (in the absence of the Commander or Treasurer).

Q. What is the procedure for issuing a unit check?

A. Funds can only be paid out on properly signed warrants/vouchers/check requests as voted upon by the Unit or in accordance with Unit Standing Rules. The Adjutant shall initiate and sign all warrants/vouchers/ check requests and have them cosigned by the Commander. In the absence of the Adjutant, the Junior Vice Commander shall sign all warrants/vouchers/check requests. The Treasurer may then issue a check. For an example of a check warrant/voucher/request, please see the DAV Auxiliary Manual.

Q. When should membership dues collected at a unit meeting be sent to national headquarters?

A. Membership dues should be sent to Auxiliary national headquarters as soon as possible to allow for timely processing and membership card mailing.

Q. Are units required to file a 990-N e-Postcard?

A. Yes! Beginning in 2007, the IRS required all non-profit units and state departments with gross receipts less than \$50,000 to file the 990-N e-Postcard. Units and state departments with gross receipts of more than \$50,000 are required to file IRS Form 990 (or variation of, depending on gross receipts).

Q. What happens if we do not file the 990-N e-Postcard?

A. After three consecutive years of not filing a 990-N e-Postcard, the IRS will revoke the tax exempt status of a unit or state department. Upon said revocation the affected units/state departments will be required to fill out IRS Form 1024, IRS Form 8718, submit a copy of the unit/state department charter, a copy of the national constitution and bylaws, and a fee (generally \$400) to IRS for reinstatement. Copies of each must also be sent to national headquarters. Until reinstatement has been achieved the unit/state department membership distribution will be held by the national organization.

Q. How many members are required to conduct a meeting?

A. Four senior members shall constitute a quorum. One member present must be the Unit Commander or a Unit Vice Commander.

Q. Should my unit draft Standing Rules?

A. It is recommended that units establish standing rules to cover unique situations specific to that particular unit. Standing rules may be changed at any regular business meeting by vote of the unit members present.

Q. Does a Commander only vote to break a tie?

A. No. As a member of this organization, the Commander has the right to cast their vote on any issue.

Q. Who can cancel a meeting?

A. If, for some reason, the Commander cannot attend a meeting, this would not be grounds to cancel a meeting as the bylaws allow for the Senior Vice Commander (or Junior Vice Commander as described

in the national bylaws) to fill that role and conduct the meeting. In the event of inclement weather or other unforeseen circumstances that would prevent members from attending a meeting, these would be instances where a meeting is cancelled by the Commander with proper member notification.

Q. Can unit officers access reports in the DAVA membership system?

A. Yes. The Commander, Senior Vice Commander, and Adjutant can log in under their membership number and password. The system will recognize you as an officer and certain permissions will allow you to generate reports under the "Request for Information" tab. Contact national headquarters in the event of questions, or if the "Request for Information" tab is not visible upon log in.

Q. What do the letters F, P, and J indicate on the membership listing?

A. This identifies the type of membership they hold. **F** = Full-paid life member; **P** = Part-paid life member; **J** = Junior member.

Q. What do the letters Q and I indicate on the Population Summary Report?

A. **Q** = the unit has achieved the established quota set for that membership year; **I** = this is an Independent unit that has no parent chapter.

Q. What do the letters R and B indicate on the Distribution Report under Quota Status?

A. These letters were established many years ago to identify unit status. **B** = the unit has achieved (Beat) Quota for the current membership year; **R** = the unit has Reached last year's total membership, **but has not** met quota.

Q. How does our unit receive communications from National Headquarters?

A. The national organization sends quarterly (January, April, July and October) mailings to each unit to the attention of the Unit Adjutant. The Headquarters News publications are sent monthly. It is the Adjutant's responsibility to see that **all** communications are brought to the unit meetings and made available to the Commander and members. These mailings are not the personal mail of the Adjutant and he/she is acting as the agent to receive and deliver communications. The Headquarters News monthly newsletter is posted on the web site under the News & Events tab. Back issues are also available for viewing. Members can also sign up for the E-newsletter and have mail delivered directly to their inbox. The DAV Auxiliary is also on many social media outlets, including Facebook, Twitter, and Flickr, and these are updated on a regular basis.

Q. How can we interest Junior members?

A. Make junior members feel welcome by including them in unit activities. Educate them on what the DAV Auxiliary does and how they are a vital part of the future of the organization. Information on juniors can be found in the DAV Auxiliary manual and on the website. Junior memberships are complimentary.

Q. Do we have to have a junior charter in order to sign up junior members?

A. No, a junior charter is not required.

Q. How do we get a charter for our Junior members?

A. Send a request to National Headquarters with a list of the paid juniors to be on the charter. The list will be compared to the current membership list to make sure no juniors are excluded. There is no fee for a junior charter.

Q. If a parent chapter is currently under suspension. How does that affect our unit?

A. The chapter suspension does not include suspension of the Auxiliary unit and does not affect unit functions or voting strength at state or national conventions. If your unit approves a fund raiser, though, the parent chapter will not be able to grant approval (under suspension) and the unit must contact the DAV state department for said approval.

Q. If a unit receives notification that they are “On Hold.” What does this mean?

A. The reason for the hold status will be explained in a letter to the unit adjutant and/or commander. While on hold, units can meet and carry out the normal business of the unit as well as vote at state and national conventions (provided the unit itself is not indebted to the organization). The effect it will have on the unit is that fund distribution and mailings are withheld.

Q. Does the DAV Auxiliary offer scholarships or grants?

A. The DAV Auxiliary offers a scholarship for life members. More information is available on the website, or by calling national headquarters. The deadline for the application is typically mid-March.

Q. Can a DAV Chapter or DAV State Commander suspend or revoke an Auxiliary charter?

A. No.

Q. How does one go about applying for a national office or a national chairmanship appointment?

A. Contact national headquarters by phone (859.441.7300, option #5) or email (dava@dav.org) and they will be happy to forward you an electronic or printed version of the application.

Q. Our Unit is having issues and needs guidance. Who should we contact?

A. The unit should always follow the chain of command. If an issue cannot be resolved on the unit level, the state department should be contacted for assistance. Should a state department not be able to assist in resolving an issue, it should then be brought to the attention of national headquarters. Any requests for national headquarters assistance should be submitted in writing with as much detail as possible.

Q. I would like to get a supply of membership applications and brochures. What is the procedure?

A. Please contact national headquarters or send an email to dava@dav.org with the quantity of items needed and where they should be sent. These items are free of charge and are sent from national headquarters.

Q. Our unit/state department would like to use the DAV Auxiliary Logo. Is that possible?

A. Yes! The logo may be used on stationery, business cards, name badges, etc. Items bearing the organization’s logo may be sold to other members **at cost**, but never for profit. In other words, the logo may not be used on items as a fundraiser.

990-N e-Postcard Frequently Asked Questions

Below are some of the most common questions received regarding the 990-N e-Postcard. The answer to these questions can be found online at www.irs.gov.

Q: Please explain the 990-N e-Postcard.

A: Under the Pension Protection Act of 2006, most small tax-exempt organizations whose gross receipts are normally \$50,000 or less must file Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. Before this law was enacted, these small organizations were not required to file annually with the IRS. The first filings were due in 2008 for tax years ending on or after December 31, 2007.

Q: Where do we file?

A: Go directly to the filing site at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> and click on “Form 990-N Electronic Filing System (e-Postcard)” under *Ready to File*.

Q: When should our unit file a 990-N e-Postcard?

A: The *e-Postcard* is due every year by the 15th day of the 5th month after the close of your tax year (usually the same as your accounting period), or **no later than November 15**. If the due date falls on a Saturday, Sunday or legal holiday, the due date is the next business day.

Q: How much does it cost to file a 990-N e-Postcard?

A: Filing the *e-Postcard* is free. While there are many reputable companies that offer to complete the e-Postcard for a small fee, units and state departments should use the IRS system because it is secure and free.

Q: Do we need an e-mail address to file?

A: Yes, you will need an e-mail address. The email address is used to set up your user profile, and to send you access codes for verification of identity.

Q: What information do we need to file?

A: The e-Postcard is easy to complete. All you need is the following information:

- Organization’s legal name (Disabled American Veterans Auxiliary)
- DBA – doing business as (Unit legal name and number)
- Organization’s mailing address
- Organization’s website address (if you have one).
- Organization’s employer identification number (EIN)
- Name and address of a principal officer of your organization (Adjutant)
- Organization’s annual tax year –
- Answers to the following questions:
 - Are your gross receipts still normally \$50,000 or less?
 - Has your organization terminated or gone out of business?

Q: Will a confirmation be sent that the 990-N e-Postcard was done?

A: No. Effective March 1, 2016, the IRS has discontinued the use of email to confirm acceptance of the 990-N e-Postcard. Users will need to log back into the filing website and click on “Manage Form 990-N Submissions” to see if the e-Postcard was accepted. Typically the website will be updated within the hour. Users may need to click on “get updated status” in the action column before the acceptance will be visible. A user may print the acceptance by clicking the “Submission ID” link that is generated next to the status.

Q: An error message was received when trying to file, stating that the EIN is not correct or not found. What do we do?

A: If you are certain that your EIN was entered correctly, the IRS may not have your organization listed as a tax-exempt organization. Please contact national headquarters for further assistance.

Q: I am not longer with the organization; however I received notification from the IRS about filing. What should I do?

A: Contact Auxiliary National Headquarters so the information can be updated accordingly.

Q: What happens if our unit does not file?

A: An organization that fails to file the required *e-Postcard* (or annual return) for three consecutive tax years automatically loses its tax-exempt status. The revocation of an organization's tax-exempt status does not take place until the filing due date of the third year. For example, if your *e-Postcard* was due on May 15, 2012 (for tax year 2011) and you did not timely file in 2009, 2010 or 2011, you lose your tax-exempt status effective on the 2013 due date.

Q: We are having technical problems. Who do we contact?

A: If you experience a problem with the *e-Postcard* filing system, such as a problem logging on to the system, contact the IRS at 877.829.5500 for further assistance.

Filing a 990-N e-Postcard

Effective March 1, 2016, the new website for completing the 990-N e-Postcard can be found by going directly to the filing site at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> and click on “Form 990-N Electronic Filing System (e-Postcard)” under *Ready to file*.

You will then be directed to a secure IRS webpage as shown below.



First Time Users

Create a Login to:

- Verify your identity for access to your personal tax information.
- Create a user ID and password to save time on future visits.
- Lock your online account to prevent access.

[Information you need to verify your identity.](#)

GET STARTED >

Returning Users

Log in below if you've previously created a UserID for any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

User ID

Mask User ID

LOGIN >

[Forgot User ID](#)

[Lock your online account to prevent access](#)

Since most of the users have not accessed this site previously, the first step will be to register as a **First Time User**. To create a login, users must verify their identity to access tax information, and create a user ID and password to save time on future visits. To begin, select “*Get Started*.”

After the page redirects, you will be asked to enter:

- Your first name, last name, email address, and then re-enter email address.
- Select “*Send email confirmation Code*.” A confirmation code will be sent to the email address that you will need for the second portion of setting up your new account.
- Open your personal email and wait for an access code from the IRS. Typically you will receive a response with this information within ten minutes. The email will come from IRS.online.services@irs.gov. If you do not see it in your inbox, it may have gone into your spam folder.
- The email will begin with “*Dear User*” and the first sentence will read “*Your confirmation code is*.”
- Once you have that code, go back to the IRS website you were on previously, and complete **Step 2 of 4: Verify Identity**, which will ask you for your confirmation code. Enter your code and select “Continue.” **Note:** when typing in the information, do not include the dash, as it will be inserted for you.

Step 2 of 4: Verify Identity



Do not close this browser window or you will have to restart the process.

- A confirmation code will be sent to your email address within the next 10 minutes
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code

CANCEL

CONTINUE >

You will now be redirected to step 3 of 4, which is setting up a **security profile**. This is an important step because it will be personal to you, and will prohibit individuals from accessing your information. The steps are as follows:

1. Create a user ID and password. The user ID cannot be an email address, social security number, contain a space or a special character. It **does not** have to be your unit EIN. After you select a user ID, you will need to select a password. The password must be between 8 and 20 characters long, contain at least one numeric and one special character (!@#\$\$^&*), one uppercase and one lowercase letter, and a matching password must be reentered.
2. Next you will see information regarding your email address. The primary email address will be shaded gray because it has been confirmed with the IRS. As a user you can include a secondary email address if desired.
3. You are required to then enter a unique phrase which will be included in confirmation emails sent by the IRS Online Services. This can be something brief, typically a few words, and can be anything that you wish it to be.
4. The next item to complete is a site phrase. This is a phrase that will be visible to you when you log into the IRS website to complete your 990-N e-Postcard. Again, this can be anything you wish, but should be limited to a few words.
5. After that, select a site image that you will recognize when you login. There are several photos available, and you have the option to pick any of them that you feel you will recognize easiest. Click on the green arrow on the right hand side of your screen to see additional photos.
6. The final step in setting up an account is selecting four security questions. The answers cannot be used more than once, and cannot be a word or number that is a part of the secret question.
7. After you have completed all of these items, you are ready to select “*Continue*.” You will then see a page that states “*Your user profile was successfully created!*” Be sure to write down your User ID and password for future reference.
8. You’re now ready to move forward, and can do so by clicking “*Continue*.”

The next step in this process is to manage your e-Postcard profile. Before you can create a Form 990-N e-Postcard, you must create your e-Postcard profile. Your e-Postcard Profile allows you to designate the filer type, add EINs, and remove EINs from your e-Postcard profile. This is beneficial to individuals who file postcards for multiple entities. Going forward, a list of all EINs will be available in this section and will not require additional log-in’s for each postcard.

The page that you are directed to will ask for information pertaining to the unit or state department filing. To add the EIN, complete the following steps:

1. Select a user type – Exempt Organization. Click “*Continue*.”
2. Enter your EIN – the first two digits go in box one, the remainder go in box two. **Note:** the nine digit EIN should be entered. Click “*Add EIN*.”
3. If you file more than one 990-N, continue this process until they are all added. Once done, click “*Create New Filing*.”

4. Using the drop down, select the EIN that you're filing the 990-N for and click "Continue."
5. As the preparer, you are only required to answer questions 2 and 3. Question 2 asks, "Has your organization terminated or gone out of business?" (No). Question 3 asks, "Are your gross receipts normally \$50,000 or less?" (Yes). Click "Continue."
6. The next step is contact information. The DBA Name is the Unit Name/Number or State Department name. Enter the address of the unit adjutant. Remember to select "United States" from the country drop down box. For principal officer, select "Person" from the type of name dropdown. Enter the Adjutant again. Then click "Submit Filing."
7. A warning will then come on your screen that asks if you want to save the data and submit the filing to the IRS. Once you submit the e-Postcard, you will no longer be able to edit the information. Select "OK" to confirm submission, or *Cancel* if there is something that needs to be reviewed or changed.
8. You will then be redirected to a confirmation page that the information has been submitted. It will include the organization name, EIN, tax year, start date, end date, submission ID, filing status date, and status. Always **print** this page for your records. Once you leave this page you are unable to access it again.

A confirmation will no longer be sent to the email address that you have registered with. To check the status of the electronic filing, log into the 990 Electronic Filing System and go to the "Manage Form 990-N Submission" page. It will indicate the status for each Form 990-N submitted – indicating whether the form was accepted or rejected. If it was rejected, click on the "Submission ID" link for additional details. **A copy of the acceptance must be sent to your state department and national headquarters.**

Information on Reinstatement of Tax-Exempt Status After Revocation

The IRS has become more stringent with its regulations regarding the filing of the 990-N e-Postcard. This yearly postcard must be submitted online, and failure to file for three consecutive years will result in the revocation of the unit or state department tax-exempt status. **Units and State Departments may not function if their tax exempt status has been revoked.**

Reinstatement of Tax-Exempt Status after Automatic Revocation

If an organization has had its tax-exempt status automatically revoked and wishes to have that status reinstated, it must file an application for exemption and pay the appropriate user fee even if it was not required to apply for exempt status initially.

If the IRS determines that the organization meets the requirements for tax-exempt status, it will issue a new determination letter. The IRS also will include the reinstated organization in the next update of *Exempt Organizations Select Check* (Pub. 78 database), and indicate in the IRS Business Master File (BMF) extract that the organization is eligible to receive tax-deductible contributions. Donors and others may rely upon the new IRS determination letter as of its stated effective date and on the updated *Exempt Organizations Select Check* and BMF extract listings.

In most cases, the effective date of reinstated exemption will be the date that the organization's exemption application was submitted to the IRS. However, organizations may choose to request that reinstatement be retroactive to the effective date of revocation. The IRS will grant retroactive reinstatement exemption under certain limited circumstances. A new IRS fact sheet explains reinstatement options. Because the list is an official IRS record of organizations that lost their exempt status for failing to file for three consecutive years, an organization whose exempt status is reinstated remains on the list.

Automatic Revocation – How to Have Your Tax-Exempt Status Retroactively Reinstated

Organizations whose tax-exempt status was automatically revoked because they did not file required Form 990 series returns or notices for three consecutive years can apply for reinstatement of their tax-exempt status.

Revenue Procedure 2014-11 explains the four procedures an organization may use to apply for reinstatement.

Streamlined retroactive reinstatement

Organizations that were eligible to file Form 990-EZ or 990-N (e-Postcard) for the three consecutive years that caused their revocation may have their tax exempt status retroactively reinstated to the date of revocation if they:

- Have not previously had their tax-exempt status automatically revoked
- Complete and submit Form 1024 with the appropriate user fee not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.

These organizations should write on the top of the Form 1024 "Revenue Procedure 2014-11, Streamlined Retroactive Reinstatement," and mail the application and user fee to:

Internal Revenue Service
PO Box 12192
Covington, KY 41012-0192

Included with the Form 1024 and user fee of \$400 should be a copy of the unit charter and a copy of the National Constitution and Bylaws.

Information from www.irs.gov – 9/2017

Duties of Unit Officers

COMMANDER

- Shall preside at all regular or special meetings of the unit.
- Shall maintain order and such business as may legally be brought up during meetings.
- Shall countersign all checks and vouchers issued.
- Shall perform all other duties that may reasonably be assumed with the office as set forth in the Constitution and Bylaws of the National Auxiliary, the Standard State Bylaws, Standard Unit Bylaws and in the Official DAVA Ritual.
- The commander shall also carry out such other duties as may be lawfully determined by the unit.

It is the responsibility of the Commander:

1. To open the meeting at the appointed time.
2. To follow the proper sequence of business according to accepted practices of the unit in an orderly manner.
3. To properly recognize members who wish to speak.
4. To state and put to vote any motions that may come before the Unit as motions or that otherwise are brought forth during the meeting proceedings, and to announce the results of each vote. Shall also rule that a motion is out of order if it is not pertinent to the business of the meeting or is of a personal nature, etc.
5. To maintain order of the meeting at all times and expedite the business of the meeting without abridging the rights of the membership.
6. To declare the meeting adjourned when the Unit so votes or at the time prescribed in the program of the meeting.
7. To ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.

At each meeting the Commander should have available:

1. A copy of the National Auxiliary Constitution and Bylaws.
2. A list or agenda of the complete order of business.
3. A list of all committees and chairmen.
4. A copy of the State Department Standing Rules.
5. A copy of the Unit Standing Rules, if any.

Practices of an effective Commander

Commanders are the unit's representative and program coordinator for the term that he/she is elected to. In addition to conducting meetings, a commander is responsible to:

- Maintain a working relationship with the parent chapter, state department, and community, when applicable.
- Appropriately represent the unit at DAVA functions and programs in the community as determined by the unit. The commander may delegate responsibilities to another officer or member in his/her inability to attend.
- Promote the greatest extent of member participation possible by presenting activity opportunities for consideration by the membership. Encourage committee chairmen and the general membership to share information of upcoming events or programs of interest to the membership.
- Appoint and empower members and committees to research and recommend, plan, or perform activities and programs that are beneficial to the purpose of DAVA. The best ideas come from members who are involved in projects that interest them.

- Involve the senior vice commander in decision making and practices in preparation for him/her to perform the duties of the commander in the future.

SENIOR VICE COMMANDER

The senior vice commander shall perform the duties as set forth in the Official DAVA Ritual and shall encourage comradeship and promote harmony among the members. If given a chairmanship, such as membership, a report shall be given at each meeting. In the absence of the unit commander, the senior vice commander shall act in that capacity. Should the office of commander become vacant, the senior vice commander shall move up in position to fill the vacancy. If the senior vice commander refuses to accept the office of commander, the position of senior vice commander shall also be declared vacant, the junior vice commander shall fill the vacancy, and an election shall be held for senior and junior vice commanders.

JUNIOR VICE COMMANDER

Shall perform the duties of the station set forth in the Official DAVA Ritual. Should a chairmanship be a duty of the office a report shall be given at each meeting and the involvement of the membership should be encouraged. Should a vacancy in the office of senior vice commander occur, the junior vice commander shall assume that position.

ADJUTANT

The adjutant is responsible for keeping the unit's records and managing the official correspondence of the unit. The adjutant shall keep detailed records of action taken at the unit's meetings. All motions considered by the unit shall be recorded along with the names of the members making such motions. The minutes shall indicate that the motion had a second and that discussion followed. The details of the discussion do not have to be recorded verbatim, only that discussion was allowed. It shall be recorded in the minutes whether the motion passed by majority or was rejected. Should the motion fail to have a second, it is so recorded by stating the motion did not have a second; therefore the motion failed. Any corrections made to the minutes of the prior meeting shall be recorded in the minutes of the meeting when they are corrected. Minutes of general and executive board meetings shall be given to the membership at the next general meeting. A motion and a second must be made by an executive board member to accept the minutes of an executive board meeting; no motion to accept the minutes of a general membership meeting is required.

The adjutant is responsible for sending written notice of meetings to all auxiliary members. Should it be a meeting to hold nominations and elections, the notice shall specify that this will be the subject of the meeting, when the meeting will be held, time the meeting will be held, and where the meeting will be held. The adjutant shall notify all life members at least ten (10) days prior to any nominations and/or elections. This is also true of any special meeting. A special meeting shall indicate what subject is to be discussed and no other business may be brought before the membership.

- The adjutant shall make the unit minutes and records available to members upon request.
- Shall furnish state headquarters with the names of state convention delegates/alternates.
- Shall furnish national headquarters with the names of national convention delegates/alternates.
- Shall submit the unit officer report form within ten days following installation.
- Submit the unit financial report no later than September 30.
- Maintain an updated membership roster and notify state and national headquarters of any changes, including addresses, returned mail, deceased notices, etc.
- Send a copy of confirmation of filing IRS Form 990-N e-Postcard or a copy of the appropriate Form 990 based on income to State and National Headquarters no later than September 30.

TREASURER

The treasurer shall be the custodian of the unit funds. All monies from any activity of the unit shall be

turned over to the treasurer and shall be deposited by the treasurer within thirty days. The treasurer shall distribute funds approved by the unit upon receipt of a signed voucher. The treasurer shall also ensure the safeguarding of funds against unauthorized loss or use.

It shall be the responsibility of the treasurer to:

- Keep a system of accounting that indicates income and disbursements and reconcile the accounts each month.
- Preserve all receipts and vouchers for any payments made and shall render a report of the receipts and expenditures at each general meeting.
- Submit the appropriate annual 990 report to Internal Revenue Service.
- Submit all records and a copy of the appropriate 990 filing to the Audit committee in accordance with the national bylaws.
- Submit an annual financial report to the state and national organization.

CHAPLAIN

The chaplain is the spiritual leader of the unit and shall be responsible for leading prayers for the unit meetings. The chaplain shall keep the unit informed of members who may be in distress, and send remembrances to ill or deceased members or their family in accordance with the unit's standing rules. The chaplain may be called upon to represent the unit at funeral services for deceased members.

SERGEANT-AT-ARMS

Shall assist the commander in preserving order during unit meetings when called upon to do so. The sergeant-at-arms may be responsible for handling the physical arrangement of the meeting room.

MEMBERS' DUTIES

1. To conduct yourself in an orderly manner.
2. To remain attentive when someone has the floor.
3. To eliminate conversations between yourself and other members while the meeting is being conducted.
4. To stand, if able, and be recognized by the chair should you wish to make a motion, ask a question or discuss some matter pertinent to the unit and its members.
5. To keep personal matters off of the floor and out of the meeting.
6. To become involved and be ready to take on added responsibilities in order to help the unit.
7. Do not always be ready to criticize the action or mistake of another member.
8. You elected the officers so you must respect their position. They in turn must realize that the unit is the governing body and each member is part of that unit. Majority of the unit body dictates and decides upon motions and procedures.

Rev. 9/2017

UNIT MINUTES

Name and Number of Unit _____
Location _____ Date _____ Time _____

CALL TO ORDER:

Prayer by _____

Pledge by _____

Purpose given by _____

Eligibility given by _____

Roll call of officers by _____

Commander:	Present _____	Absent _____
Sr. Vice Commander:	Present _____	Absent _____
Jr. Vice Commander:	Present _____	Absent _____
Treasurer:	Present _____	Absent _____
Chaplain:	Present _____	Absent _____
Adjutant:	Present _____	Absent _____

Total officers & members present: _____

Unit had a quorum: Yes ____ No ____ (Four (4) Senior members shall constitute a quorum. One member present shall be the Unit Commander or a Unit Vice Commander.)

ORDER OF BUSINESS:

Names of transfer members voted on: _____

Names of visitors: _____

Names of new members who were initiated: _____

(New members and those who have not been previously initiated may be initiated at the meeting and their names recorded in minutes.)

READING OF THE MINUTES: Adopted _____ Adopted as amended _____

(The commander asks if there are corrections to minutes. Hearing none the minutes would be declared approved as read. If there are corrections, the minutes would be adopted as amended by unit vote.)

TREASURER'S REPORT: Beginning balance: _____ Income: _____

Disbursements: _____ Closing balance: _____

(After the report is given, the commander states that the treasurer's report will be filed for audit. A motion does not have to be made for this. **A motion to accept the report is out of order**, since an audit must be taken before it can be established that the treasurer's records are correct.)

BILLS AND COMMUNICATIONS:

Motion by: _____ Seconded: Yes _____ No _____
Carried: Yes _____ No _____

(If any action is taken on payment of bills or correspondence, the motion must be recorded correctly and the name of the person who made the motion must be indicated. It must show there was a second to motion, discussion followed, and the outcome of the vote of unit.) **This is true of any motion on any matter at a Unit Meeting.**

SICKNESS & DISTRESS: _____

REPORT OF COMMITTEES:

Membership by _____

Americanism by _____

Hospital by _____

Community Service by _____

Legislation by _____

History by _____

Junior Activities by _____

Ways and Means by _____

Other committee reports: _____

UNFINISHED BUSINESS: _____

NEW BUSINESS: _____

MONEY MARCH: Amount collected _____

REMARKS FOR THE GOOD OF THE ORGANIZATION: _____

CLOSING CEREMONY:

Minutes Approved: Date _____

Adjutant's Signature: _____

Commander's Signature: _____

TREASURER'S REPORT

Treasurer's Report by: _____

Date: _____ Unit Name and Number _____

Beginning Balance: Month _____ Day _____ Year _____
(Checking Account) \$ _____

Receipts:

Membership dues from:

Names: _____

_____ \$ _____

Fund Raisers \$ _____

Donations \$ _____

Other: (explain) _____ \$ _____

Total Receipts \$ _____

Disbursements:

Dues to National Headquarters (attach names) \$ _____

Postage \$ _____

Expense for fund raiser \$ _____

Other: (explain) _____ \$ _____

Total Disbursements \$ _____

[NOTE: Beginning balance (+) Total receipts (-) Total disbursements (=)]

Closing Balance \$ _____

ADD:

Checking: \$ _____

Savings \$ _____

Certificates, etc. \$ _____

Other accounts: (Explain) _____ \$ _____

Total Unit Assets \$ _____

Treasurer's Signature: _____

(This is a suggested form that can be used by the unit treasurer.)

TREASURER'S REPORT SUMMARY

Unit Name & Number _____

Date of Meeting _____ Reporting period from _____ to _____

BEGINNING BALANCE (from last report)..... \$ _____

(+) Total receipts (income) \$ _____

(-) Less total disbursements \$ _____

CLOSING BALANCE: \$ _____

ADD:

Checking: \$ _____

Savings: \$ _____

Certificates: \$ _____

Total of all assets:

\$ _____

Treasurer's signature: _____

(This can be filled out by the treasurer from the treasurer's report and given to the adjutant to be attached to the minutes.)

UNIT ELECTIONS

1. At least ten (10) days prior to nominations and/or elections, all life members must be notified that the **annual** election will be held giving time, place, and date.
2. New life members may be initiated at a meeting held for elections; however, initiation is not required.
3. Any auxiliary life member in good standing can be nominated for a unit office. Verify the member elected belongs to the unit and their membership is in good standing.
4. Any life member in good standing may vote at an election. This includes the Commander. **Remember, the Commander can always vote. The Commander can vote to break a tie, to create a tie, or can abstain from voting.**
5. The Commander conducts the election. In his/her absence, the duty falls to the Senior Vice Commander. What happens should the Commander, Senior Vice Commander and Junior Vice Commander all be absent? There is no meeting. The bylaws state that a quorum (4 members) must be present and one must be the Commander, or in their absence the Senior Vice or Junior Vice Commander, in order to conduct the meeting.
6. The Commander begins by stating that nominations are open for the office of Commander. Then asks if there are any other nominations. The Commander then pauses and, if there are no other nominations, declares nominations closed for the office of Commander and then calls for the vote for those in favor and those opposed. Majority determines the outcome. Then the election shall proceed for the office of Senior Vice Commander and so on.
7. If more than one member is nominated for the same office then ballots must be passed out to eligible voting members. The balloting will continue until a member obtains a majority (more than half) of the votes or one of the nominees chooses to withdraw leaving only one candidate.
8. If the same officers are elected that have been serving, they must be properly installed each year by an officer that is eligible to perform the ceremony of installation as dictated in the Standard Local Unit Bylaws, Page U-3.



AUXILIARY OFFICER REPORT

All Spaces Must be Completed

Date: _____ Employer ID # (EIN) _____

Unit Name & Number: _____

City: _____ State: _____ Zip: _____

Date of Annual Election: _____ Date of Installation: _____

Address of Regular Meetings: _____

Time & Day of Regular Meetings: _____
Time Day of Week Week of Month

OFFICERS ELECTED FOR YEAR BEGINNING: _____ ENDING: _____

COMMANDER	LEGISLATIVE CHAIRMAN
Name: _____	Name: _____
Street Address: _____	Street Address: _____
City/State/Zip: _____	City/State/Zip: _____
Membership #: _____	Membership #: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

SR. VICE COMMANDER	MEMBERSHIP CHAIRMAN
Name: _____	Name: _____
Street Address: _____	Street Address: _____
City/State/Zip: _____	City/State/Zip: _____
Membership #: _____	Membership #: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

1ST JR. VICE COMMANDER	ELECTED STATE EXECUTIVE COMMITTEE MEMBER
Name: _____	Name: _____
Street Address: _____	Street Address: _____
City/State/Zip: _____	City/State/Zip: _____
Membership #: _____	Membership #: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

ADJUTANT	ALTERNATE STATE EXECUTIVE COMMITTEE MEMBER:
Name: _____	<p>The Unit Adjutant shall receive all mail from National Head- quarters and it will be the Adjutant's duty distribute it to the proper officers and made available at all meetings.</p> <p>This form must be completed and returned to DAV Auxiliary Headquarters within ten (10) days after installation in compliance with the national constitution and bylaws of the Disabled American Veterans Auxiliary.</p>
Street Address: _____	
City/State/Zip: _____	
Membership #: _____	
Telephone: _____	
Email: _____	

TREASURER	
Name: _____	
Street Address: _____	
City/State/Zip: _____	Signed by: _____
Membership #: _____	Unit Adjutant
Telephone: _____	Verified by: _____
Email: _____	Unit Comdr.

Send copies to DAVA State Department and DAV State Department. Retain a copy for unit files.

GUIDELINES TO COMPLETE AN AUDIT

- It is the duty of the unit/state commander to appoint an audit committee.
- Three members must serve on the audit committee. However, the commander, senior vice commander, junior vice commander (*when signing warrants, vouchers, check requests*), treasurer, adjutant, and members of the finance committee (on the state level) cannot be a part of the committee.
- A person holding membership in both DAV and DAV Auxiliary may not serve as a member of the audit committee or sign the financial report if they are holding an elected or appointed position in the DAV chapter or state department.
- The adjutant must present records and could take minutes.
- The treasurer should be present to answer any questions the committee may have.

All committee members and officers stated above must be present at the time of audit.

Records for the Audit:

- Minutes. (*Minutes are imperative. Minutes show if all disbursements were legal.*)
- Check Request or Vouchers. (*Check requests or vouchers must match amount and check number in checkbook and the bank statement.*)
- Treasurer's Ledger.
- Checkbook. (*You must indicate after taking off the outstanding checks [those that have not cleared the account] that the account is in agreement with the bank statement.*)
- Distribution Reports which indicate Per Capita Deposits
- A copy of the acknowledgement of filing Form 990-N e-Postcard or IRS Form 990, as warranted by amount of income as specified in the National Constitution and Bylaws.

How to give an Audit Report:

An Audit report should tell when the committee met; who was present; the purpose of the meeting; what was reviewed (example: vouchers, minutes, bank statements, etc.) Then the final statement of the committee chairman should be: "In reviewing all records we find that the books are in order." Then a motion to accept the audit report should be made.

Note: During unit meetings, members do not make a motion to **accept** the *treasurer's* report. The motion should be to hold or file treasurer's report for audit.

**DAV AUXILIARY SUPPLEMENT TO STATE BYLAWS
2018 - 2019**

STATE DEPARTMENT OF: _____

This form must be completed in its entirety

It is understood that the information included on this form must be as stated in the State Standing Rules adopted at the State Convention by a majority vote of the duly selected and registered delegates.

(States do not write in this section)
Reviewed and in agreement
with State Standing Rules.

National Judge Advocate
Date: _____
Approved to Distribute

1. Dates of State Convention _____ Place of State Convention _____
2. Were amendments or a revision to the State Standing Rules adopted at the State Convention? Amendment(s) _____ or Revision _____ or None _____
3. Dates of the State Department fiscal year: July 1 to June 30
4. State per capita (in addition to National distribution): Junior members \$_____ Life Members \$_____
5. State Mandates: Yes / No _____ Amount(s)\$ _____ Purpose: _____
6. Tenure of office for State Commander: (A) One year only _____. (B) More than one consecutive year _____. Number of years _____. (C) More than one year, but not consecutively _____.
7. Number of Junior Vice Commanders: _____
8. Titles of appointed officers (other than Adjutant, Chaplain, Sergeant at Arms, Flag and Color Bearers): _____
9. Provision has been made for an active resident Past National Commander to vote on the State Executive Committee? Yes _____ No _____ (This must be in your State Standing Rules.)
10. Number of **elected** finance committee members: _____. Term of their positions: _____
11. Titles of chairmen/committees (other than Americanism, Community Service, Jr. Activities, History, Hospital, Legislation, Mae Holmes, Membership, Finance, Audit, Standing Rules, Nominating, Credentials, VAVS, Ways & Means or Fund Raising Chm.): _____
12. Number of members **elected** to the committee on nominations: _____
Nominating committee elected at: _____
13. Number of members on Standing Rules Committee: _____. Elected or Appointed? _____
Term of their positions: _____
14. Number of divisions within state department (if applicable) _____. Name of division: _____
Do you have Division Guidelines or Rules within, or attached to, your Standing Rules? _____
15. Does your state department participate in the annual report program for judging at state convention? Yes _____ No _____ Comments _____

Within ten (10) days following the adjournment of the state convention, the Convention Adjutant shall submit to **DAVA National Headquarters** two (2) copies of the new completed **Supplement to State Bylaws** and two (2) copies of any **adopted amendments or revision to the State Standing Rules**. All must be reviewed/approved by the National Judge Advocate prior to their becoming effective and distributed.

Convention Adjutant's Signature

Date of Adoption (of New Supplement)

**DAV AUXILIARY NATIONAL HEADQUARTERS
3725 ALEXANDRIA PIKE
COLD SPRING, KY 41076**



PROCEDURE TO BE FOLLOWED AT THE 2018 STATE CONVENTION

1. Copies of the following shall be distributed to the convention delegates prior to a vote to adopt or amend:
 - The completed **Supplement to State Bylaws** from the previous convention.
 - Any amendments to the **State Standing Rules** proposed by the Standing Rule Committee.
 - A copy of the **proposed budget**.
2. The **State Standing Rules** may be amended by a majority vote of registered convention delegates.
3. **Two (2)** copies of any amendments to the **State Standing Rules** as distributed to the delegates and adopted at the state convention shall be submitted within ten (10) days after adjournment of the state convention along with two (2) copies of the **Supplement to State Bylaws**.
4. Any adopted amendments to the **State Standing Rules** which would affect the **Supplement to State Bylaws** shall be included on the **Supplement** prior to submitting to national headquarters.

The supplement and any adopted amendments shall be reviewed for any discrepancies by the National Judge Advocate prior to their becoming effective.

5. The State Adjutant in office at the time of the state convention shall be responsible for submitting the following to national headquarters within ten (10) days after adjournment of the state convention:
 - Completed State Officers Report Form. (Listing all information requested.)
 - **Two (2)** copies of the adopted Supplement to State Bylaws. (**Two (2) copies must be submitted even if there were no changes to the State Standing Rules.**)
 - **Two (2)** copies of the amendments to the State Standing Rules that were submitted to the delegates and voted on. Note: must be submitted for review prior to including them in the State Standing Rules.
6. The State Adjutant shall be responsible for sending to National Headquarters, within five (5) days after the close of state convention, the winning program reports, by category, judged at state convention.

NOTE: Failure to comply with all of the above will bar the state delegate or alternate from voting at the national convention.

Proposed Budget for State Departments

A budget is based on what you expect or anticipate receiving and what you expect to spend during the year. A deficit budget can never be adopted and you must show income and expenses.

A budget does not begin with a starting balance. There is no starting balance since you are setting it up for a new year. It should show where income is expected to originate and clarify the expenditures. Budgets may not show expenses only; this is not correct or even to be accepted by the membership. Even though you may know you have the money, the membership cannot assume this fact.

SAMPLE BUDGET

ESTIMATED INCOME:

State fund raisers	1,650.00
National label program	2,000.00
Interest	750.00
Miscellaneous income	<u>300.00</u>
TOTAL ANTICIPATED INCOME	4,700.00
Transfer from savings (as needed)	<u>2,000.00</u>
TOTAL	6,700.00

ESTIMATED EXPENSES:

State Commander 12 mo. @ 50.00	600.00
State Adjutant 12 mo. @ 30.00	375.00
Adjutant supplies	1,000.00
Treasurer 12 mo. @ 25.00	300.00
Vice Comm. & JA 4 @ 50.00	200.00
Chaplain 1 @ 25.00	25.00
Supplies for Treasurer	50.00
Supplies for Chaplain	50.00
VAVS Representatives 4 @ 25.00	100.00
VA Hospitals 4 @ 200.00	800.00
St. and Natl. Convention – Comdr.	1,200.00
St. and Natl. Convention – Adj./Sr. Vice	1,000.00
Miscellaneous/Contingency Fund	<u>1,000.00</u>
TOTAL	6,700.00

State Officer Duties

The following is a guideline to assist state officers in the performance of their duties. State officers should refer to their respective state standing rules for responsibilities designated to specific offices.

State Commander

The executive power of the state department shall be vested in the state commander. The state commander shall be the presiding officer of the Auxiliary state convention, state executive committee meetings, and other state meetings.

- The state commander shall appoint the state chairman of the following committees: Americanism, Community Service, History, Hospital, Junior Activities, Legislation, Mae Holmes, Membership, and VAVS, and may also appoint such other chairmen as deemed necessary or determined by the state standing rules. All appointments of the state commander must be approved by the state executive committee and provided for in the state standing rules.
- The state commander shall sign state department checks and warrants/ vouchers/check requests.
- In the odd-numbered years, the state commander shall recommend a VAVS representative for state-affiliated VAMC's.
- The state commander shall assure that a delegate to the national convention is elected at the state convention.
- The state commander will be a resource to all units to provide guidance and information and may assist units needing assistance filing the appropriate IRS Form 990.

State Senior Vice Commander

The state senior vice commander shall assume such duties as assigned by the state commander and shall serve in the absence of the state commander. In the absence of the state treasurer or state commander, the state senior vice commander shall sign or cosign state department checks and in the absence of the state commander, shall cosign warrants/vouchers/check requests.

The state senior vice commander may represent the state commander when asked to do so by the state commander and as a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

State Junior Vice Commander(s)

State junior vice commander(s) shall be responsible for Auxiliary programs as designated in the state standing rules.

Over

The state junior vice commander shall serve in the absence of the commander and senior vice commander, but are not approved to sign checks or vouchers.

The state junior vice commander may represent the state commander when asked to do so by the state commander and as a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

State Treasurer

The state treasurer shall keep a complete financial record of all monies received, expended and remitted. All monies must be deposited in the name of the state department.

The state treasurer shall be responsible for ensuring that all financial accounts for the organization have three (3) authorized signatures on file with their financial institution(s). Said signatures shall be the state commander, state senior vice commander and state treasurer.

The state treasurer shall sign state checks and pay out money only on properly prepared warrants/vouchers/check requests as provided in the state budget, by the state finance committee, or by vote of the state convention or state executive committee. All state department checks shall be completed and signed by the state treasurer and cosigned by the state commander. In the absence of the state treasurer or state commander, the state senior vice commander shall sign or cosign the checks.

All funds received in the name of the DAV Auxiliary must be deposited within thirty (30) calendar days of receipt.

The state treasurer shall give an itemized report of receipts and expenditures at each state executive committee meeting and shall submit all records to a state audit committee or to an independent or certified public accountant. The state treasurer shall ensure the appropriate IRS Form 990 is properly filed.

As a state officer, may assist units needing assistance filing the appropriate IRS Form 990.

State Judge Advocate

The state judge advocate shall be the legal advisor to the state commander and shall, upon request of the state commander, render an opinion on all questions arising in the state department and on intraunit disputes.

The state judge advocate shall render an opinion on questions of parliamentary procedure at all sessions of the state convention, state executive committee meetings and other state meetings. The national constitution and bylaws are the primary source of parliamentary guidelines and, when needed, Robert's Rules of Order shall be referenced.

All opinions of the state judge advocate shall be advisory only.

State Adjutant

The state adjutant shall be the secretary of the state department and shall be responsible for all administrative affairs and shall attend and keep a record of all proceedings of the state convention, state executive committee meetings and other state meetings, but shall have no vote. The state adjutant shall also assume such other duties as may be assigned by the state commander.

- As a state officer, may assist units needing assistance filing the appropriate IRS Form 990.
- The state adjutant shall disseminate all information received in the name of the state department to all appropriate officers, chairmen, and units.
- The state department shall use warrants/vouchers/check requests which shall be initiated by and signed by the state adjutant or chairman of the state finance committee and cosigned by the state commander. In the absence of the state commander, the state senior vice commander shall cosign warrants/vouchers/check requests.
- The state adjutant is responsible for the distribution of the annual national report forms.
- The state adjutant shall prepare any proposed changes in the state standing rules and convention rules if there is no committee assigned to this task.
- A copy of the completed Mae Holmes report from each unit must be sent to the National Mae Holmes Chairman and the district's national executive committee member.
- The State Adjutant shall also be responsible for sending to National Headquarters within five (5) days after the close of state convention, the winning program reports, by category, judged at state convention.
- The state adjutant in office at the time of the state convention shall be responsible for submitting to national headquarters within ten (10) days after adjournment of the state convention the following:
 - a. State Budget adopted at convention.
 - b. State Officers Report form (Any changes during the membership year also requires notifying **national headquarters**).
 - c. Supplement to State Bylaws (2 copies).
 - d. Adopted amendments to the State Standing Rules (2 copies).
 - e. Adopted State Convention Rules.

Failure to comply with the above will bar the state delegate or state alternate from voting at the following national convention.

Over

A copy of the financial report for the previous fiscal year and a copy of the appropriate IRS Form 990 shall be forwarded to National Headquarters no later than September 30.

State Chaplain

The state chaplain shall serve as spiritual leader in a non-sectarian role as described in the official ritual of the organization and shall recite or lead invocations and benedictions where such prayers are offered.

State Sergeant at Arms

The state sergeant at arms shall tend strictly to the preservation of order on the floor of the state convention, state executive committee meetings, and other state meetings and shall also perform such other duties as may be required.

State Executive Committee Meeting

Order of business

1. Call to order by State Commander (or highest ranking officer) (and state the purpose of the meeting, which is to conduct business of the organization)
2. Opening prayer – State Chaplain
3. Pledge of Allegiance – Patriotic Instructor *or* Americanism Chairman
4. (if needed) Installation of State Executive Committee Members and/or Alternates
5. Roll Call of the State Executive Committee
 - a. Officers with a vote, including the Immediate Past State Commander
 - b. Active, resident Past National Commander (if provision has been stated in your State Standing Rules)
 - c. Executive Committee member from each unit (if absent, call for the alternate member)
 - d. Officers with no vote (Adjutant, Assistant Adjutant, Judge Advocate, Chaplain unless they are the elected SEC from their unit)

(In order to continue, a quorum must be present. Refer to the Constitution and Bylaws where it states: “One-third (1/3) of all eligible voting members of the state executive committee shall constitute a quorum.” To be considered an ‘eligible voting member’ you have to have been installed by a proper installing officer at the time and place provided in the State Standing Rules.)

6. Minutes of previous SEC meeting (if the minutes were mailed and no corrections are brought to the floor, the Commander may state that the minutes stand approved as printed. If they have not been printed and mailed, they must be read and a motion to accept is in order.)
7. State Treasurer’s report of income and disbursements, and balances of accounts
8. Communications and any needed action
9. Unfinished (old) business
10. New business
11. Announcements
12. Closing prayer
13. Adjournment

Over

State Executive Committee Meeting (continued)

Items for consideration under new business

Pre-Convention SEC Meeting:

- Election of convention nominating committee – unless this election is held at the 1st business session of the convention (refer to the State Standing Rules where it must be stated).
- If your state judges annual reports, appoint or ask for volunteers to serve on judging committees.

Post-Convention SEC Meeting:

- Roll Call and installation of SEC's *and* Alternate SEC's for the new year. Written verification of the SEC's and Alternates who were elected at a Unit meeting (i.e. a copy of the official Officer Report Form) must have been received by the State Adjutant, either by mail or handed a signed copy.
- Appointments of State Commander:
 - Appointed officers
 - Chairmen
 - Committees
- The Commander will entertain a motion for approval. (SEC approval is required for all appointments).
- Election of State Finance Committee member(s) unless this election is held during the final business session of the convention (refer to State Standing Rules where it must be stated).

Meeting Protocol

- Guests are always introduced and welcomed. State their name and title, and other pertinent information in your introduction. Guests are usually NOT contributors to the business of the State Executive Committee during the meeting.

Highly Recommended

- Prior to the opening of the meeting, arrange for the seating of the SEC's in an area separate from others who may be attending the meeting, including Alternate SEC's who will not be voting. This will ensure that any motions or voting will come from those who have a voice and a vote.
- There could also be designated seating of the officers with a vote and those without a vote.

WRITING AND SENDING A RESOLUTION

A resolution has been described by the Random House College Dictionary as ‘a formal expression of opinion or intention made, usually after voting, by a formal body.’

The correct format is essential for your resolution to be considered in committee, such as the Auxiliary’s Interim Bylaw Committee. If the form is not correct, or the idea is not presented correctly, it may be returned to you for corrections. The chairman of the committee could include some suggestions when returning it. If any suggested changes are not clear to you, you should contact auxiliary national headquarters with your questions.

The procedure for submitting a resolution for consideration is included in the bylaw book in the Official Convention Rules on pages N 7-12.

A resolution has four parts:

- Heading
- Subject
- Preamble
- Operate Clauses

1. Heading

The heading is the identification for the resolution and informs the committee of three things:

WHERE the resolution is being submitted,
WHAT the topic of the resolution is, and
WHO is submitting it.

Example heading:

SUBMITTED TO: The Interim Bylaw Committee
SUBJECT: Duties of State Adjutants
PROPOSED BY: Alaska Unit #99

2. Subject

The subject tells you WHO will be taking the final action. The path your resolution will take is this: Your resolution is submitted to the Interim Bylaw Committee, and from there to the Convention Constitution and Bylaw Committee, and from there to the delegates at a national convention. All resolutions **do not** make it out of committee. Convention Rule 9 tells you your options in the event this occurs.

Example subject:

The delegates at the National Convention with the location and date.

3. Preamble

The preamble explains in its wording WHY the action should be taken. It will also state your reasons for the action and any concerns that you have. The first word will set the tone for your resolution and how strongly you feel about the change.

Each clause in your preamble is followed by a comma which is then followed by the word “and.”

4. Operative Clauses (also known as “activating clauses”)

These clauses tell what ACTION the committee should take to solve the problem that you addressed in the preamble. This should also be the strongest part of your resolution and will likely be the most debatable. These clauses will end with a semi-colon (;). The final clause should be followed by a period.

Your resolution is actually one very long sentence of taking a stand or action. The best way to organize your resolution is to start with an outline which will list what you want to convey to the committee. Once you have decided how you want the problem fixed, use the smallest number of ideas to explain them. By deciding the ending first, you will find it easier to make a simple and clear resolution.

When you are ready to write your resolution, the following punctuation and layout rules should be followed.

“WHEREAS” will be indented and in capital letters, as will the clauses of resolve – BE IT RESOLVED and BE IT FURTHER RESOLVED.

The word “WHEREAS” is followed by a comma but “BE IT RESOLVED” OR “BE IT FURTHER RESOLVED” are not.

Now that your resolution is written and before sending it, recheck your document to make sure it has the:

- * Heading
- * Subject
- * Preamble, and
- * Operative Clauses.

You will also need to make certain your resolution **accomplishes** something and that your unit or state department is prepared for any debate or questions other delegates may have.

All proposed Constitution and Bylaw amendments shall be sent to the National Adjutant no later than ten (10) days prior to the National Convention. The amendment(s) shall be signed by the sponsor.

**PAST NATIONAL COMMANDERS' AWARD
DAVA OUTSTANDING MEMBER OF THE YEAR**

(Please type or print. All information must be neat and legible.)

Name of Nominee: _____ Member Code # _____
Address of Nominee: _____ Phone: (____) _____
City: _____ State: _____ Zip Code: _____
Unit Name & Number: _____ Years of continuous membership: _____
Eligible through: _____

PURPOSE: To recognize the contributions and dedication of an outstanding member of the Auxiliary whose efforts have enhanced the goals of the Auxiliary, the Parent Organization, and has been active in the community since becoming an auxiliary member.

ELIGIBILITY: Any active senior member of the Disabled American Veterans Auxiliary is eligible for this award with the exception of a previous winner of the Past National Commanders' Award, any Past National Commander, or an employee of the DAV and/or Auxiliary. Any DAV Auxiliary member in good standing may sponsor an individual for this award.

Please read the instructions thoroughly. **ONLY** the **current official form** received from National Headquarters or the **current form on the Auxiliary website** will be accepted. Any additional attachments will be limited to 10 pages & must be numbered to the corresponding Section on the official form. Use of previous forms will **NOT** be considered for the award. **During the years of auxiliary membership**, list & explain in the appropriate categories, the activities & approximate period of time in which the candidate was involved or helped initiate those achievements & involvement with other community groups. Do not include involvement in other veterans' organizations.

Sponsor Information:

Name: _____ Phone: _____

Address: _____

Street

City, State, Zip Code

Unit Name and Number: _____

Membership Code: _____

As sponsor I hereby verify that the information submitted is correct.

Sponsor's Signature

Date

**This completed form must be submitted to National Headquarters and
postmarked no later than March 30, 2018**

COMPLETE THIS FORM IN ITS ENTIRETY.

1. Is the Nominee employed? Yes ____ No ____ . If no, describe any previous experience.

2. Does the Nominee now hold an office, chairmanship, or other position on the unit, state, or national level of the Auxiliary? Yes ____ No ____ . If yes, please specify.

3. List all outstanding personal achievements and any awards received since becoming an auxiliary member.

4. List and explain any new or special projects that were initiated by this nominee.

5. Explain in detail any participation in the following programs of the DAV Auxiliary.

Americanism _____

Community Service _____

Hospital _____

Junior Activities _____

Legislation _____

Membership _____

VAVS _____

6. Explain any participation in the programs of the DAV parent organization.

7. List participation and explain involvement with other community groups. (DO NOT INCLUDE ACTIVITIES IN OTHER VETERANS' ORGANIZATIONS.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note to Sponsor: Please use the space below to state *in your own words* why you feel this member is truly outstanding and deserves consideration for this award. Additional information may be attached.

Sponsor's Signature
(Not a Unit or State)

Date

Return completed form to:

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

NATIONAL EXECUTIVE COMMITTEE MEMBER DUTIES AND RESPONSIBILITIES

A National Executive Committee Member is not a national officer since the member is elected by their district only, but they play an important role in the organization since the National Executive Committee Member is a liaison between the district they represent and the national organization. Their duty is to attend all national executive committee meetings and make decisions on behalf of the district when required to do so. It is also their responsibility to report back to the district with pertinent information. Below are some of the duties of the National Executive Committee Member:

- * Shall attend the National Fall Conference and National Convention and act as a national page at the National Convention, participate in the Memorial Service and are required to attend all business meetings. Transportation and expense money authorized by the national finance committee will be provided. Receipts must be submitted to offset all expense money and airfare. Should the NEC be driving they must show round-trip mileage **and** coach airfare since they will not be compensated for more than the airfare.
- * **Should an NEC not be able to attend a national conference or national convention, they are to notify national headquarters and their alternate immediately. The alternate will then receive the expense money. Should an NEC not be present for the entire conference and/or convention, including the Introduction of National Officers at the conclusion of the national convention, national headquarters has the right to request the expense money advanced to them be refunded to national headquarters to be given to the alternate if they are in attendance.** NEC's or Alternates leaving the national convention prior to its conclusion must notify the National Adjutant.
- * When **authorized** by national headquarters to attend a state, district, or any other function as the representative, they will receive and must submit a completed travel expense statement within ten (10) days following the event. This travel expense statement should only show actual expenses incurred such as round-trip coach air fare or round-trip mileage which cannot exceed air fare, room, meals, tips, parking. Receipts must be presented for all justified expenses. No items of a personal nature such as clothing, dry cleaning, hair, or the expenses of a traveling spouse or companion are to be included. Alcoholic beverages are **not** considered a legitimate expense. No reimbursement will be given for raffle tickets or personal gifts. If authorized by national headquarters to be the national representative at a state convention, a gift will be supplied by national headquarters.
- * If a district meeting is held, it will be the responsibility of the NEC to conduct the meeting. **An NEC may submit expenses for one night's lodging at a district meeting, one meeting per year, and shall be entitled to receive \$100 to cover additional expenses such as meals, printing of handouts, supplies, etc.**

Over

- * Shall keep the Alternate informed of matters within the district since it is the duty of the Alternate to attend all meetings in the absence of the NEC.
- * Shall help establish new auxiliaries within their district should the Auxiliary State Commander request assistance.
- * May submit bulletins for mailing to units within the district. The bulletins should inform members of the dates of conferences, new and different activities being conducted on the various programs of the organization, etc. Bulletins must be received at national headquarters by mail, email, or fax no later than the 10th of December, March, June or September, for distribution in quarterly mailings.
- * Prior to the national convention, the NEC must compile an annual report and submit to national headquarters in order that it may be printed and sent out to the units within their respective district. The report should consist of information and statistics submitted by the units on their annual reports and any helpful procedures that can be of benefit in communicating from units to states to national headquarters. The report should be one page in length and submitted by the deadline indicated. National headquarters will print the report and send it to all units within the district.
- * When attending their own state convention NEC's are a delegate, PSC, etc., and not a national executive committee member and, therefore, should not expect more privileges than any other member or serve on committees as NEC. If authorized by national headquarters to be the national representative to attend state functions then they would be considered a guest of that state and should act accordingly. The NEC does not express opinions or get involved in controversy within a state when authorized as the representative.
- * The NEC has been elected by a district to represent, to serve, and to do the best job that they can do. The title of National Executive Committee Member is not to be used unless authorized on behalf of national headquarters to do so. NEC's do not get involved in state problems nor shall they usurp the powers of the State Commander. Remember that good will and understanding is part of this job.
- * Districts cannot have fundraisers.

Rev. 5/2017

DAV AUXILIARY FUND RAISING GUIDELINES

CONTRACTS:

DAV Auxiliary units or state departments desiring to engage in fundraising projects involving, directly or indirectly, contracts of any nature shall be required to obtain prior approval from their DAV state department and the DAV national executive committee. If a contract is involved with any fundraiser, prior to signing, the DAV state department will submit a copy to DAV National Headquarters for review and approval of the DAV National Executive Committee.

UNITS:

Units may conduct fundraisers with appropriate written approval as follows:

- Unit fundraisers must be first discussed and approved by membership majority at a regular business meeting.
- Written request is then submitted to the parent chapter for approval. (In cases where there is no parent chapter, units submit the written request to the DAV state department).
- Upon chapter approval, said chapter must submit the approved unit fund raising request to the respective DAV state department. (Units may forward the fund raising request to the DAV state department.)
- The DAV Department Executive Committee (DEC) shall then determine if approval is warranted and will notify the unit.

If a Unit fund raiser is among personal contact of members and their friends only, and they anticipate receiving less than \$5,000, only the parent chapter needs to approve. Keep in mind that **any fund raising project which involves the general public requires chapter and DAV department approval.**

Units wishing to conduct Forget-Me-Not drives only require the approval of their parent chapter. Ref. DAV National Bylaws, Article 15, Section 15.3, Para.5.

Under no circumstances may fund raising solicitations be sent by mail, email, or posted on internet/social media, nor in any way which gains access to support outside of their geographic boundaries. Exception: If the unit mails a newsletter to their Auxiliary members, a fund raiser solicitation may be included in the body of that newsletter provided that the fund raiser:

- is to benefit a specific project
- has been properly approved by the parent chapter and DAV state department

Note: The Auxiliary logo or seal may be used on fund raising projects provided that appropriate fund raising approval has been received.

STATE AUXILIARY DEPARTMENTS:

State department fundraisers require approval of the DAV Auxiliary state executive committee. A written request must then be submitted to the DAV State Department for consideration by the DAV Department Executive Committee (DEC). Written notice is then provided to the Auxiliary State Department.

AUXILIARY LOGO USAGE –

- The Auxiliary logo or seal may be used on fund raising projects provided appropriate fund raising approval has been received.
 - Approval is not required for logo/seal usage on stationery items, business cards, name badges, hats, shirts, etc., and other items that promote the name and positive mission of the organization.
 - Items bearing the DAV Auxiliary seal or logo may be sold to other members of the organization **at cost, but may not be used to generate revenue.**
-

Fund Raising FAQ's

Q. Can my unit solicit funds using social media and other internet means?

A. No. Fundraisers must be confined to the chartered territory of the unit. By virtue of use of the internet and/or social media, the Unit would be generating income from well beyond its chartered territory.

Q. Can my unit advertise our fund raising event on social media and in our community paper?

A. Certainly. You may advertise the event on social media and in the local community paper as an invitation to attend. However, you may not directly ask for donations or provide an address to where donations may be sent.

Q. Our unit wants to conduct a Forget-Me-not Fundraiser to be held over two weekends in locations covering the northern part of our state. Is this acceptable?

A. An Auxiliary unit, with its chapter's prior consent, may conduct one Forget-Me-Not Drive annually. The drive may not infringe on the territory of another DAV chapter or Auxiliary unit. Also, the event shall not exceed a total of seven days (not required to be consecutive days). Always notify the DAV state department of the Forget-Me-Not drive.

Rev. 6/2017

OFFICIAL LOGO OF THE DISABLED AMERICAN VETERANS AUXILIARY

The official logo and seal of the Disabled American Veterans Auxiliary are under a copyright and usage is restricted.

No fundraisers are to be conducted using the official logo or seal of the Disabled American Veterans Auxiliary.

No unit or state department may enter into a contract without the explicit permission of DAV parent chapter, DAV State Department, and DAV National Executive Committee. Refer to DAV National Bylaws, Article 15, for additional requirements.

Approval is not required for logo usage on stationery, business cards, name badges, hats, clothing items, etc., provided that NO items are used to generate revenue for the unit or state department. However, items with the organization's logo may be made available for sale to other members **at cost only**.

The logo is not to be used for the personal benefit or income of any individual.



Secure Your ID Day

Records Retention Schedule

(Source: Internal Revenue Service)

Accident reports/claims (settled cases)	7 yrs.
Accounts payable ledgers & schedules.....	7 yrs.
Accounts receivable ledgers & schedules	7 yrs.
Audit reports.....	Permanently
Bank reconciliations	2 yrs.
Bank statements	3 yrs.
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled – see exception below)	7 yrs.
Checks (canceled for important payments – i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts, mortgages, notes, & leases (expired)	7 yrs.
Contracts, mortgages, notes, & leases (still in effect)	Permanently
Correspondence (general)	2 yrs.
Correspondence (legal & important matters only).....	Permanently
Correspondence (routine) with customers and/or vendors	2 yrs.
Deeds, mortgages, & bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 yrs.
Employment applications	3 yrs.
Expense analyses/expense distribution schedules	7 yrs.
Financial statements (year-end, other optional)	Permanently
Garnishments	7 yrs.
General/private ledgers, year-end trial balance.....	Permanently
Insurance policies (expired).....	3 yrs.
Insurance records, current accident reports, claims, policies, etc	Permanently
Internal audit reports (longer retention periods may be desirable).....	3 yrs.
Internal reports (miscellaneous).....	3 yrs.
Inventories of products, materials, and supplies	7 yrs.
Invoices (to customers, from vendors).....	7 yrs.
Journals	Permanently

Minute books of directors, stockholders, bylaws, and charter	Permanently
Notes receivable ledgers & schedules	7 yrs.
Option records (expired)	7 yrs.
Patents & related papers	Permanently
Payroll records & summaries	7 yrs.
Personnel files (terminated)	7 yrs.
Petty cash vouchers	3 yrs.
Physical inventory tags	3 yrs.
Plant cost ledgers	7 yrs.
Property appraisals by outside appraisers.....	Permanently
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans	Permanently
Purchase orders (except purchasing department copy)	1 yr.
Purchase orders (purchasing department copy)	7 yrs.
Receiving sheets	1 yr.
Retirement & pension records	Permanently
Requisitions	1 yr.
Sales commission reports	3 yrs.
Sales records	7 yrs.
Scrap & salvage records (inventories, sales, etc.)	7 yrs.
Stenographers' notebooks	1 yr.
Stocks & bonds certificates (canceled).....	7 yrs.
Stockroom withdrawal forms	1 yr.
Subsidiary ledgers	7 yrs.
Tax returns & worksheets, revenue agents' reports, and other documents relating to determination of income tax liability	Permanently
Time books/cards	7 yrs.
Trademark registrations and copyrights.....	Permanently
Training manuals	Permanently
Union agreements	Permanently
Voucher register & schedules	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 yrs.
Withholding tax statements	7 yrs.

The retention period is the number of years from the date the tax return was filed. All material presented is for general information only and should not be acted upon without professional assistance.

Reactivating a Unit

If a unit wishes to reactivate within the 18 month time frame they must do the following:

Contact those members in the state at-large who previously belonged to the unit and may wish to transfer from the state at-large. This list can be provided by national headquarters. These members do not have to be new members since this is a reactivation of a unit that existed before.

- In order to reactivate, the unit must have ten (new or transfer) senior members, as well as members willing to hold an office or chairmanship in order for the unit to function.
- Transfers must be filled out for each member. Note: state and/or national at-large transfers will take immediate effect in the reactivated unit.
- An election shall be held.
- A completed officer report form, completed transfer forms, applications and any money that is to be applied to the members shall be mailed directly to National Headquarters along with a letter requesting reactivation.
- If all information is correct, the unit shall be activated under the original charter. The charter should have been sent to National Headquarters when the unit disbanded.
- If the unit charter has been misplaced and was not sent in to National Headquarters a duplicate will be issued for a fee of \$10.00. It shall state "duplicate" on the charter.
- The state department shall be instructed to return any money and property that may have been submitted by the unit at the time the unit disbanded.
- If the unit was indebted (mandates) to the organization at the time of revocation, they must remit that indebtedness payment before reactivation can be processed.

It is important to remember that when a unit disbands, the money that they have must be sent to their state department and not given to the parent organization. The state department will hold the funds in escrow for 18 months. The instructions above are for a unit that is reactivating prior to a deadline of 18 months. After 18 months, the unit cannot reactivate under the existing charter and all funds will then go into the general fund of the state department.



DAV Auxiliary Request for Labels



Date _____

State Department of _____ Unit # _____

Label charge shall be determined based upon the number of labels per order as follows:

- 1 – 1,000 - \$15.00
- 1,001 – 5,000 - \$25.00
- 5,001 – 10,000 - \$50.00

*Select Label Format <input checked="" type="checkbox"/>	*Select Label Sequence <input checked="" type="checkbox"/>
<input type="checkbox"/> All Members	<input type="checkbox"/> Member Name
<input type="checkbox"/> Active Members Only	<input type="checkbox"/> Member Code Number
<input type="checkbox"/> Other _____	<input type="checkbox"/> Zip Code

Excel Lists Provided At No Charge

Labels will be used for:

- Newsletters, Meeting/Election Notices, Membership Drives. Number of sets _____
- National at-large (Indicate Zip Codes)
- State at-large (Indicate Zip Codes)
(Specify zip codes. If indicating additional zip codes on reverse side, check here)

Send labels to:

Name _____

Title _____

Street Address _____

City, State, Zip _____

Telephone Number _____

Please return form and payment (check or money order) to the address listed below.

PLEASE ALLOW 2 WEEKS FOR DELIVERY

DAV Auxiliary
 3725 Alexandria Pike
 Cold Spring, KY 41076

For Office Use Only

Mail Date _____ Payment Amt. \$ _____ Check # _____ Total Pages _____ Prepared by _____

Member information is to be safeguarded and to be used only for the purposes stated.

PROCEDURE FOR DISBANDING AN AUXILIARY UNIT
(This should be kept in your permanent files)

To: All Units and State Departments of the Disabled American Veterans Auxiliary

To possibly avoid any confusion on the part of the membership or national headquarters concerning the procedure units should follow when the membership itself has decided that due to inactivity, lack of interest, or the failure to hold the required amount of business meetings, they find their only recourse is to disband, we are asking that the following steps be observed.

- **First contact the state department.** The state department will then determine the appropriate method of communicating with the unit whether it be organizing a special meeting or a mail ballot to see if members are interested in reorganizing.
- Should the membership vote to disband and the state department is in concurrence, a letter requesting revocation must be submitted to national headquarters by the state department. ***No action will be taken by national headquarters without this official notification.***
- Should a parent chapter disband, the Auxiliary unit may still retain its charter upon vote of the unit. National headquarters must be so advised.

All property, money* and effects of the unit, with the exception of the charter, shall revert to the State Department to be held in trust for a period of 18 months. In the event the unit charter is not reissued within a period of 18 months, said property shall become the absolute property of the State Department.

The original charter must be sent to National Headquarters for safekeeping.

The purpose of the procedure listed above must be followed in order to give each member advance notice that the charter will be revoked due to inactivity. This gives members the opportunity to renew interest and work together to save the unit charter.

*When a unit votes to disband, funds in the unit account may not be expended! All unit funds shall be forwarded to the Auxiliary State Department.



AUTHORIZATION AGREEMENT FOR DAVA DIRECT DEPOSIT
DISABLED AMERICAN VETERANS AUXILIARY
FEDERAL ID NUMBER 84-0505501

I HEREBY AUTHORIZE The Disabled American Veterans Auxiliary National Headquarters to initiate electronic transfer of funds to our account in the depository named below. This authorization is to remain in full force and effect until National Headquarters has received written notification of its termination in such time and in such a manner as to afford National Headquarters and the depository a reasonable opportunity to act on it.

DEPARTMENT/UNIT _____ NO. _____

STREET ADDRESS _____

PHONE _____ DATE _____

AUTHORIZED BY _____ TITLE _____

(SIGNATURE)

NOTE: Depending on the type of account you have selected for Direct Deposit, please present either a blank savings account deposit slip or a void check or deposit slip from your account at the time this form is brought to your financial institution for them to complete. This will ensure that the proper account is credited.

THE SECTION BELOW TO BE COMPLETED BY FINANCIAL INSTITUTION

BANK OR SAVINGS & LOAN _____ BRANCH _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

ACCOUNT: (SELECT ONE) () Checking () Savings

TRANSIT/ABA NUMBER _____	ACCOUNT NUMBER _____
(nine-digit number)	
TITLE OF ACCOUNT _____	

SIGNATURE _____
 (Signature of bank employee completing form)

TITLE _____ DATE _____

National Headquarters will continue to provide distribution activity reports along with a notice stating the amount being electronically deposited to the account indicated above.

AMERICANISM REPORT 2017-2018

Fill out in triplicate: Send two copies to
address listed at right:
Keep one copy for Unit files.

Must be postmarked by: _____

Additional pages may be added to further explain any information given on this report. Please remember to number the items on any additional pages to correspond with the questions.

PLEASE PRINT

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

NUMBER OF SENIOR MEMBERS _____

1. Number of Americanism Programs your Unit sponsored _____ Essay Contests
Sponsored _____

2. Number and size of flags your Unit presented. 4 x 6 in. _____
4 x 6 ft. _____ 5 x 8 ft. _____

3. Did your unit donate or financially support Patriotic efforts? _____

4. Number of pieces of literature your unit distributed to schools or groups on Flag Information and other
Americanism materials. _____

What type of literature was distributed? _____

5. How many Americanism reports were given at your meetings? _____

6. Did your unit observe all holidays and display the American Flag when possible? _____

7. Were Unit members encouraged to vote? _____ Others? _____

8. Did your Unit support the MIA/POW program? _____

9. List Americanism activities such as Memorial and Veterans Day Services, Parades, etc. (Do not include Special Americanism Program.)

Submitted by:

Signature of Commander and/or Chairman

SPECIAL AMERICANISM PROGRAM 2017-2018

Fill out in triplicate: Send two copies to
address listed at right:
Keep one copy for Unit files.

Must be postmarked by: _____

PLEASE PRINT OR TYPE

NAME OF UNIT _____ UNIT NUMBER _____
CITY _____ STATE _____
NUMBER OF SENIOR MEMBERS _____

A Special Americanism Program has to be an event that the general public and dignitaries are invited to attend. Suggested topics could be articles within the Auxiliary Manual, citizenship, veterans, special essays, patriotic plays, etc. Additional pages may be added to further describe this program.

1. Did you have a Special Americanism Program? _____

2. Date of Program _____
Type of Program _____

3. Was the public invited? _____

Did you have a write-up in your local newspaper? _____

Radio Coverage? _____ TV coverage? _____

List any dignitaries who attended:

Total number in attendance. _____

EXPLAIN YOUR PROGRAM: (Please do not attach pictures or newspaper clippings)

Submitted by:

Signature of Commander and/or Chairman

COMMUNITY SERVICE REPORT 2017-2018

Fill out in triplicate. Send two copies to
address listed at right:
Keep one copy for Unit files.

Must be postmarked by: _____

PLEASE PRINT

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

NUMBER OF SENIOR MEMBERS _____

How many of the total senior members are working on Community Service? _____

This report should include all activities of the Unit and its members. Please refer to the **Community Service Program** and the **Table of Values** in our Auxiliary Manual as your guideline. Monetary donation by the Unit should be listed only in the column for Unit Checks. All other cash donations from members should be listed in the next column. **Do not take credit for the National address label program or the Service/Support Program.** If the total amount exceeds **\$1,000**, use the reverse side to itemize expenditures. Feel free to add any projects important to you. Remember, these are community projects and meant to benefit those outside of our organization within the community. Do not include relatives.

	<u>Miles</u>	<u>Hours</u>	<u>Donation by Unit Checks</u>	<u>Value all Other Donations</u>	<u>Cash Donations from Members</u>
1. Family Services: Direct aid to families, visits, clothing, food, transportation, etc.	_____	_____	\$ _____	\$ _____	\$ _____
2. Professional & Trade Services: Medical, dental services or payments, plumber, electrician, etc.	_____	_____	\$ _____	\$ _____	\$ _____
3. General Services to Community: Organized activities, Meals on Wheels, senior citizens, youth groups, fund drives, blood bank, church work, neighborhood watch, etc.	_____	_____	\$ _____	\$ _____	\$ _____
4. Recreation & Entertainment: Parties, gifts, etc.	_____	_____	\$ _____	\$ _____	\$ _____
5. Special Projects and Programs: Museums, historical projects, etc., tutoring of illiterates, Local Veterans Assistance Program, Handicapped Parking Awareness, etc.	_____	_____	\$ _____	\$ _____	\$ _____
Totals:	_____	_____	\$ _____	\$ _____	\$ _____

Total of All Donations \$ _____

Use reverse side for explanation and detail or attach one additional sheet.

Submitted by: _____
Signature of Commander and/or Chairman

**HOSPITAL REPORT 2017-2018
(FOR NON-VA WORK)**

Fill out in triplicate. Send two copies to
address listed at right:

Keep one copy for Unit files.

Must be postmarked by: _____

This report includes all volunteer services performed by the Unit and its members in and for the hospitalized and residents in the following facilities: Non-VA hospitals, health care centers; state and regional treatment centers; and state veterans' homes.

PLEASE PRINT OR TYPE

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

NUMBER OF SENIOR MEMBERS _____

GIVE THE TOTAL FOR EACH ITEM LISTED BELOW:

10. Number of unit members performing volunteer services: _____

11. Number of sponsored volunteers: _____

12. Number of visits to patients and residents in the above facilities: _____

13. Number of hours spent performing volunteer services in the above facilities and/or for patients and residents. (Examples: Parties, reading, baking, sewing, errands, legal aid time, transportation to appointments, etc.) _____

14. Miles traveled in performance of volunteer duties: _____

15. Program costs (assessed at actual value)

- a) Purchased items..... \$ _____
- b) Donated items..... \$ _____
- c) Professional services..... \$ _____
- d) Entertainment..... \$ _____
- e) TOTAL value of unit's non-VA hospital programs..... \$ _____

NOTE: Add 6a) through 6d) to get TOTAL. Provide explanation of each line item on **reverse side**.

16. Number of badges issued to unit members: _____

17. Describe, **in detail**, unit projects or activities that "made a difference" in bringing cheer and comfort to patients and residents in the facilities you served. Include the number of members participating in each activity. **Use reverse side and/or a separate sheet for your detailed explanation.**

Submitted and signed by:

_____ and/or _____
Unit Commander Unit Chairman

JUNIOR ACTIVITIES REPORT 2017-2018

Please report all Junior Activities on this form.

Fill out in triplicate. Send two copies to
address listed at right:

Keep one copy for Unit files.

Must be postmarked by: _____

PLEASE PRINT:

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

Total Junior Membership _____ Do you have a chartered Junior Unit? _____

How many Juniors participated in activities? _____

Are you sponsoring a DAVA Junior member for the 2017-2018 national competition? _____ If yes,
don't forget to send in a junior award questionnaire and attached resume.

List number of volunteer hours and describe the activities in the categories listed below. (Additional paper
may be used as well as a few snapshots.)

1) VA Medical Center: _____ Hours Activities: _____

2) Hospital/Nursing Home: _____ Hours Activities: _____

3) Community Service: _____ Hours Activities: _____

4) Forget-Me-Not Drives: _____ Hours Activities: _____

5) Americanism: _____ Hours Activities: _____

6) Chapter/Unit Activities: _____ Hours Activities: _____

7) Veterans Day: _____ Hours Activities: _____

8) School/Church: _____ Hours Activities: _____

9) Miscellaneous: _____ Hours Activities: _____

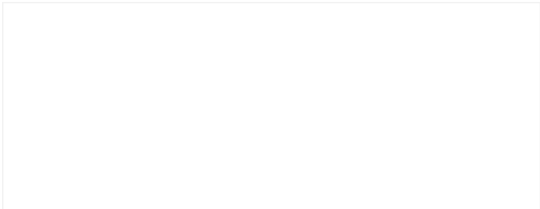
_____ Total Hours

Submitted by:

Signature of Commander and/or Chairman

DAVA JUNIOR AWARD QUESTIONNAIRE

Directions: Please read carefully



- 1) Do NOT send this form if you do not have a candidate.
2) Form must be completed by Chairman or Commander.
3) Chairman or Commander shall write and attach a brief synopsis relating their knowledge of candidate's abilities or activities.
4) Fill out in triplicate. Keep one copy for unit files. Send two copies to address listed at right:
5) Questionnaire must be postmarked by:
6) A resume in the candidate's own handwriting MUST accompany this form.
7) A unit does not have to have a junior charter to nominate a candidate for any of the Junior Awards.

A total of three awards will be given. Please place a checkmark by the age group of the candidate.

Three checkboxes for Outstanding Junior Award (Ages 7 - 10), (Ages 11 - 14), and (Ages 15 - 17).

** PLEASE NOTE THAT NO JUNIOR IS ELIGIBLE TO WIN THE SAME TITLE TWICE **

PLEASE PRINT

Form fields for Candidate's Name, Birth Date, Address, City, State, Zip, Member of Unit (Name and Number), State, and Number of years as an active DAVA member.

List total volunteer hours for the CURRENT MEMBERSHIP YEAR ONLY for the following:

Table with two columns for volunteer categories: VA Medical Center, Hospital/Nursing Home, Community Service, Forget-Me-Not Drive, Americanism, Chapter/Unit Activities, Veterans Day, School/Church, Miscellaneous.

NOTE: Participation in the above categories should be fully explained and verified on the candidate's attached resume. Please use that resume to list all other activities (Ex.: Scouts, 4-H, etc.) and hours for 2017-2018 only. Additional snapshots may be submitted.

Signature lines for Candidate's and Parent/Guardian.

Signature line for Commander and/or Chairman.

LEGISLATIVE REPORT 2017-2018

Fill out in triplicate. Send two copies to address listed at right:

Keep one copy for Unit files.

Must be postmarked by: _____

PLEASE PRINT

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

TOTAL NUMBER OF SENIOR MEMBERS _____

THIS NATIONAL LEGISLATIVE REPORT IS FOR LEGISLATION ON VETERANS' BILLS ONLY

Contacts reflect the number of letters, telephone calls, telegrams, emails, faxes and personal visits made and/or received by a member from: Federal level - President, Senators or Representatives; State level - Governor, State Senators or Representatives; Local level - Mayor, City or Town Council, County Commissioners or other elected officials. **Follow-ups** are "Thank you for your support" letters on listed bill. **Do not attach bulletins or letters to your report.**

1. Total number participating in Legislative program _____
2. Total number of meetings Unit participated in discussion on Veterans' bills _____
3. Total Legislative contacts and Follow-Up "Thank You" letters at Federal, State, and Local Levels:

Bill #	Topic	# of Federal Contacts	# of Federal Follow-Up	# of State Contacts	# of State Follow-up	County, City, Local Contacts	County, City, Local Follow-up
Total Contacts & Follow-up "Thank You" letters (this page)							
Totals from the back side of this report (if applicable)							
GRAND TOTAL							

If additional space is needed, list bill numbers, topic, and number of contacts on the back of this report.

Submitted by:

Signature of Commander and/or Chairman

(Continued from front side)

3. Total Legislative contacts and Follow-Up “Thank You” letters at Federal, State, and Local Levels.

Bill #	Topic	# of Federal Contacts	# of Federal Follow-Up	# of State Contacts	# of State Follow-up	County, City, Local Contacts	County, City, Local Follow-up

Contacts Made on Legislation with No Bill Numbers
--

<i>Examples: removing unemployability for disabled veterans,</i>							
Total Contacts & Follow-Up “Thank You” letters (this page)							

MAE HOLMES NATIONAL OUTSTANDING UNIT REPORT 2017-2018

Complete this report **LAST** as the totals must agree with your other reports. You may use the **reverse side** for additional explanation and details.

Make four copies. Send three copies to address
Listed at right:
Keep one copy for your unit records.

Must be postmarked by: _____

PLEASE PRINT:

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

Number of **Senior** Members _____

Number of **Junior** Members _____

Total number of Members _____

1. **Membership:** Did your unit have a membership drive and/or program? _____
How many members were obtained? _____ Explain your membership drive and/or program.

2. **Americanism:** Number of programs, parades, and essay contests which your Unit sponsored or participated _____ Describe the most outstanding:

3. **Legislation:** Total number of meetings Unit participated in discussion on Veterans' bills? _____
Total number of Federal, State and Local legislative contacts. _____

4. **Junior Activities:** Describe the activities of your junior members:

	Total Value (\$)	Hours	Miles
5. Hospital			
6. VAVS			N/A
7. Community Service			

Note: If over \$1000 reported in Total Value column for any of the reports, attach copy of the report(s) **FORM ONLY** - no attachments

8. Explain any other **SPECIAL** projects which your unit sponsored or were participants:

Submitted by: _____
Signature of Unit Commander

V.A.V.S. REPORT 2017-2018

Fill out in triplicate.

Send two copies to
address listed at right:
Keep one copy for Unit files

Must be postmarked by: _____

PLEASE PRINT OR TYPE

NAME OF UNIT _____ UNIT NUMBER _____
CITY _____ STATE _____

TOTAL NUMBER OF SENIOR MEMBERS _____
LOCATION OF DVA MEDICAL CENTERS _____
LOCATION OF DVA SATELLITE CLINICS _____

3. Senior members working as:	<u>NUMBER</u>	<u>*DVA Certified HOURS</u>
Regularly scheduled (R/S) volunteers (Senior members)	_____	_____
Sponsored volunteers (non-members)	_____	_____
Occasional volunteers (non R/S)	_____	_____
TOTAL	_____	_____

Number of NEW VA volunteers that were recruited this year _____

4. List Unit Projects and Value of each (**one project per line**). If additional room is needed, please use reverse side or attach additional sheet.

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total....	\$ _____

3. Cash Donations (**one project per line**). If additional room is needed, please use reverse side or attach additional sheet. (Examples: DAV Transportation Network, Veterans Writing Project, or Winter Sports Clinic).

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total....	\$ _____

TOTAL VALUE OF 2 and 3..... \$ _____

If total exceeds \$1,000, expenditures must be itemized on back of report

4. Was a Special Fundraiser held to benefit VAVS? Yes _____ No _____
Total number of volunteer hours for the program _____ Total amount raised \$ _____

Briefly explain the program:

If more space is needed to complete this report, please continue on the reverse side or attach additional sheet.

***DVA includes VAMC, VA Outpatient Clinics, VA Hospice, VA Home-Health, VA Nursing Homes, VA Foster Care, VA Vet Centers, National VA Cemeteries, VA Regional Offices. State Veterans' Homes and Cemeteries if a Memorandum of Understanding (MOU) is in place. Hours must be certified through VAMC.**

Submitted by: _____
Signature of Commander and/or VAVS Chairman

