

Index

National Officers, NEC's & Chairmen	1
State Department Commanders and Adjutants	2
VA Contact Information	3
2019 Bylaw Changes	4
2019 Program Charters	9
Americanism	10
Caregiver Initiative Program	13
Chaplain	16
Community Service	23
Commander/Adjutant/Treasurer Duties	28
History	33
Judge Advocate	34
Junior Activities	36
Legislative	42
Mae Holmes	44
Membership Program	47
Understanding Credentials	52
State Convention Procedures	56
VAVS	61
Financial Report	67
Unit Business Meetings	74
Distribution Report	76
Membership Listing Report	77
Indebtedness Statement	78
Understanding Transfers	79
Warrant/Voucher/Check Request	80
Warrant/Voucher/Check Request Template	81
DAV Auxiliary Web Page Explanation	82
Frequently Asked Questions (FAQ)	84
990-N e-Postcard Frequently Asked Questions (FAQ)	90
990-N e-Postcard Step-by-Step Instructions	92
Reinstatement of Tax-Exempt Status	95
Duties of Unit Officers	96
Unit Minutes	100
Unit Treasurer's Report	102
Unit Elections	104
Officer Report	105
Guidelines to Complete an Audit	106
Supplement to State Bylaws	107
State Convention Procedures	108
Budget Sample	109
State Officer Duties	110
SEC Meeting Procedure	114
Submitting a Resolution	116
Outstanding Member of the Year Award Form	118
NEC Duties	122
Fund Raiser Guidelines	124
Retention of Records	126
Reactivating a Unit Charter	127
Label Request Form	128
Procedure for Disbanding a Unit	129
Direct Deposit Form	130
Report Forms	131

2019-2020 National Officers

National Commander	Diane Franz
National Senior Vice Commander	Lynn Helms Prosser
National 1 st Junior Vice Commander	Darlene Spence
National 2 nd Junior Vice Commander	Julie Weissman-Steinbaugh
National 3 rd Junior Vice Commander	AnnMarie Hurley
National 4 th Junior Vice Commander	Linda Gerke
National Judge Advocate	Paula Raymond
Immediate Past National Commander	Ellen Timmerman

2019-2020 National Executive Committee Members

NEC 1 st District	Sharon Dufault
NEC 2 nd District	Helen Mazza
NEC 3 rd District	Donna Folcarelli
NEC 4 th District	Sarah Kashner
NEC 5 th District	Laurie Stopyra
NEC 6 th District	Maria Torres
NEC 7 th District	Irene Stevens
NEC 8 th District	Carolyn Harris
NEC 9 th District	Clyrissa Brown
NEC 10 th District	Regina Fortner
NEC 11 th District	Denise Proffitt
NEC 12 th District	Patricia Davis
NEC 13 th District	Lynn Swanson
NEC 14 th District	Sandra Dobmeier
NEC 15 th District	Melissa Pierce
NEC 16 th District	Mary Lou Caldwell
NEC 17 th District	Victoria Salazar
NEC 18 th District	Sharon Linton
NEC 19 th District	Jerald Royse, Sr.
NEC 20 th District	Charlene Parker
NEC 21 st District	Ronda Bauer

2019-2020 Chairmen/Appointees

Americanism	AnnMarie Hurley
Community Service	Linda Gerke
History	Harold Holloway
Junior Activities	Darlene Hanneman
Legislative	Julie Weissman-Steinbaugh
Mae Holmes	Lynn Helms Prosser
Membership	Darlene Spence
VAVS Representative	Melissa Pierce
VAVS Deputy	Velma Steinman
Chaplain	Aura-Lee Nicodemus
Sergeant At Arms	Terry Grabowski
Education Scholarship Fund Chairman	Ellen Timmerman
Caregiver Initiative Program Chairman	Melissa Pierce
Caregiver Initiative Event Coordinator	Bunny Clos
Caregiver Initiative Committee	Sandy Dobmeier
Caregiver Initiative Committee	Donna Tanner
Service Program Committee	Patti Rapisand
Service Program Committee	Donna Adams
Dispute Resolutions Committee	Judy Steinhouse
Dispute Resolutions Committee	Delores Roussey
Interim Constitution and Bylaws Chairman	Judy Steinhouse
Interim Constitution and Bylaws Committee	Delores Roussey
Interim Constitution and Bylaws Committee	Sylvia Heath

2019-2020 State Officers

	<u>Commander</u>	<u>Adjutant</u>
Alabama	Linda Doss	Carolyn Harris
Arizona	Lucy Garza	Sharon Linton
Arkansas	Linda Spurgin	Vera Hendrickson
California	Caroline Morris	Julie Weissman-Steinbaugh
Colorado	Jay Alexander	Susan Miller
Delaware	Juliette Velez	Sarah Kashner
Florida	Amie Raber	Diane Franz
Georgia	Cheyra Causey	Kimano Harris
Idaho	Lisa Lint	Barbara J. Callier
Illinois	Bonnie Wilkins	Paula Raymond
Indiana	Karla Schwartz	Tana Penland
Iowa	Patricia Johnson	Melissa Pierce
Kansas	Lois Hoehn	Marcella Storey
Kentucky	Lisa Kaminski	Karen Mayer
Louisiana	Tracy Perkins	Kathleen Wenthe
Maine	Erin O'Brien	Sonja Caswell
Maryland	Teresa James	Carol Simmons
Massachusetts	Nancy Hoey	Elizabeth Eldridge
Michigan	John Olinger	Sandi Mudget
Minnesota	Nancy Berndt	Maggie Dilks
Mississippi	Sylvia Zebrowski	Sandra Simpson Helms
Missouri	Mary Chaney	Linda Gerke
Montana	Helen (Meg) Parsetich	Patsy Medved
Nebraska	Breanne Chandler	John Kenney
Nevada	Patricia Scheuermann	Carolyn J. Walker
New Hampshire	Melanie Joyce	Jerilyn Maynard
New Jersey	Kathleen Walker	Martha Meyers
New Mexico	Jackie Glass	Victoria Salazar
New York	Theresa Grabowski	Iris Zayas
North Carolina	Theresa Brewer	Barbara Hall
North Dakota	Sharon Fix	Judy Steinhouse
Ohio	Tammy Sigman	Joyce Hutchinson
Oklahoma	Jennifer Hammons	Linda Oliver
Oregon	Karen Haltiner	Christina Fairin
Pennsylvania	Loretta Noskio	Laurie Stopyra
Rhode Island	Linda Folcarelli	Donna Folcarelli
South Carolina	Bonnie Ellison	Ann Wilner
South Dakota	Wanda Mix	Nancy Worth
Tennessee	Tammy Burkhardt	Lynda Shepherd
Texas	Evelyn Cupit	Darlene Spence
Utah	Beth Maughan	June Schow
Vermont	Doris Backus	Aura-Lee Nicodemus
Virginia	Michelle Goings	Susan Love Nohta
Washington	Seth Johnson	Beverly Buster
Wisconsin	Elizabeth Honaker	Patricia Davis
Wyoming	Katherine Snider	Ellen Byrd
Puerto Rico	Ana Lozano Pagan	Ana Pagan-Delgado

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	1-877-345-8179
Headstones, Markers, and Medallions Dept. of Veterans Affairs	1-800-697-6947
Health Care	1-877-222-8387
Homeless Veterans Help Line	1-877-424-3838
Home Loans	1-888-827-3702
National Cemetery Scheduling Office	1-866-900-6417
Presidential Memorial Certificate Program	1-202-632-7300
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	1-800-419-1473
VA Pension Management Hotline	1-877-294-6380
VA Vet Center Call Center	1-877-927-8387
Veterans Crisis Line	1-800-273-8255
White House VA Hotline	1-855-948-2311

Important Websites

Burial and Memorial Benefits	www.cem.va.gov
Caregiver Support	www.caregiver.va.gov
CHAMPVA	www.va.gov/communitycare/
Education Benefits	www.va.gov/education/
Health Care Eligibility	www.va.gov/health-care/
Life Insurance	www.benefits.va.gov/insurance/
Memorial Certificate Program	www.cem.va.gov/pmc.asp
Mental Health	www.mentalhealth.va.gov
My Healthe Vet	www.myhealth.va.gov/mhv-portal-web-home
National Resource Directory	https://nrd.gov
Prosthetics	www.prosthetics.va.gov
Records	www.archives.gov/personnel-records-center/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	http://www.va.gov/vaforms/
VA Home Page	www.va.gov
VA MISSION Act	https://missionact.va.gov
VA Vet Centers	www.vetcenter.va.gov
Veteran Employment and Training	www.dol.gov/agencies/vets

CONSTITUTION & BYLAW AMENDMENTS – 2019

NATIONAL CONSTITUTION, Page N-2, ARTICLE III – ELIGIBILITY FOR MEMBERSHIP. Insert new Section 2.

Section 2: Any person who has served in the armed forces of the United States of America, who has not been dishonorably discharged or separated from such service, and who is not otherwise eligible for membership in the Disabled American Veterans, is eligible for membership in the Disabled American Veterans Auxiliary.

Rationale: This point was overlooked during the membership eligibility expansion in 2010.

Note: This is a Constitutional amendment. If approved, units will be balloted for ratification.

If approved, the sections will be renumbered accordingly.

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PROPOSED BYLAW AMENDMENTS:

Page N-15, ARTICLE III – DUTIES OF NATIONAL OFFICERS, Section 2, National Vice Commanders, First paragraph. Delete the words “National Auxiliary Education Scholarship Fund” and substitute “National Auxiliary Education Program”. The sentence will now read:

The National Senior Vice Commander shall be responsible for the Mae Holmes Program and shall serve on the National Auxiliary Education Program Committee and preside in the absence of the National Commander.

Rationale: The proposed amendment serves to comply with IRS Regulations and recognize that the educational needs of disabled veterans and their families include more than the current scholarship fund, and allows DAV Auxiliary to support other education-driven programs. Broadening the scope also takes into consideration the opportunity for public education initiatives and other outreach opportunities for the organization. Moreover, recipients of the various grants, including scholarship recipients, will no longer be limited to full-paid life members of the DAV Auxiliary. Therefore, we recommend renaming the Education Scholarship Fund to National Auxiliary Education Program to be more inclusive of the educational programs it supports and public outreach it provides for disabled veterans and their families.

Page N-17, ARTICLE III – DUTIES OF NATIONAL OFFICERS, Section 4, Fourth paragraph. Delete “/Support Fund” and substitute “Program”. The sentence will now read:

The **National Auxiliary Service Program** shall be administered through the Auxiliary National Headquarters under the direction of the National Adjutant.

Rationale: This amendment allows the revamping of the organization’s existing Service/Support Program in an effort to broaden its outreach in keeping with its chartered purpose. The goal of the Service Program will include creation and support of programs that aid, assist, and help improve the lives of disabled veterans and their immediate family members. To award funds to grantees and/or programs focused on providing assistance and support to disabled veterans and their immediate family

members; and to collaborate with DAV to fund common programs supporting the service needs of disabled veterans and their immediate family members.

Page N-23: ARTICLE V – NATIONAL COMMITTEES AND CHAIRMEN, Section 2: National Auxiliary Education Scholarship Fund. Delete the Section Title and the first three paragraphs and substitute the following:

Section 2: National Auxiliary Education Program

The National Auxiliary Education Program shall be administered through the Auxiliary National Headquarters.

The National Auxiliary Education Program Committee shall be a revolving committee composed of the National Senior Vice Commander, the National Commander, and the Immediate Past National Commander. The Immediate Past National Commander shall serve as the Chairman of the National Auxiliary Education Program Committee.

The National Auxiliary Education Program Committee Chairman shall direct the activities of the Committee and submit the committee's report to the National Convention.

Rationale: The proposed amendment serves to comply with IRS Regulations and recognize that the educational needs of disabled veterans and their families include more than the current scholarship fund, and allows DAV Auxiliary to support other education-driven programs. Broadening the scope also takes into consideration the opportunity for public education initiatives and other outreach opportunities for the organization. Moreover, recipients of the various grants, including scholarship recipients, will no longer be limited to full-paid life members of the DAV Auxiliary. Therefore, we recommend renaming the Education Scholarship Fund to National Auxiliary Education Program to be more inclusive of the educational programs it supports and public outreach it provides for disabled veterans and their families.

Page N-28: ARTICLE VII – MEMBERSHIP, Section 6: Membership Classification, A. LIFE MEMBERSHIP, Fourth Paragraph. Delete the entire paragraph and substitute the following:

Effective January 1, 2020, life membership fee shall be \$250.00 for ages 18 - 79. Age 80 and over shall be complimentary. Minimum down payment is \$20. Birth date must be indicated on the membership application.

Rationale: Due to proposed changes to the DAV membership system, the cost to the Auxiliary to maintain a tiered membership in that new system and the recommendation of the National Finance Committee that the Auxiliary could not afford the cost, the recommendation is to change our membership fee to a flat rate from age 18-79. Age 80 and over would still be complimentary. The recommendation is to keep our membership at \$250.00 at this time. Existing membership amounts are not affected by this amendment.

Page N-30: ARTICLE VII - MEMBERSHIP, Section 6 C. JUNIOR MEMBERSHIP, Paragraph 3. Delete "Effective July 1, 2015" from the beginning of Paragraph 3.

Rationale: The effective dates are no longer applicable.

Page N-30: ARTICLE VII - MEMBERSHIP, Section 6 C. JUNIOR MEMBERSHIP, Paragraph 4. Delete “Effective July 1, 2015, a” from the beginning of Paragraph 4.

Rationale: The effective dates are no longer applicable.

Page N-36: ARTICLE VIII – FINANCES, Section 3: National Mandates, First Paragraph, 5th line. Delete the words after “national mandates:” through the end of the sentence, and substitute the following:

Auxiliary National Programs (\$12.50) and National Convention expenses (\$12.50).

Rationale: The proposed amendment moves away from DAV Auxiliary’s long-held “silo” approach to management of its funds and programs that has presented significant limitations on the organization’s financial flexibility.

Page N-36: ARTICLE VIII – FINANCES, Section 3: National Mandates, Second Paragraph, First Sentence, lines 3 and 4:

Line 3: insert “state” between “each” and “department’s”

Line 4: insert “National” between “for” and “Convention”

The sentence would then read:

Each membership year national headquarters shall withhold the sum of fifty dollars (\$50.00) from each state department’s per capita distribution for National Convention expenses.

Rationale: For clarification purposes

Page S-2: ARTICLE II – STATE CONVENTION, Section 3: Delegates, Second Paragraph, Line 4. Change “each ten (10) life members” to “each ten (10) Senior members.”

Rationale: To clarify reference to Senior life members, not Junior life members.

Page S-5: ARTICLE IV – DUTIES OF STATE OFFICERS, Section 1: State Commander, Paragraph 5. Add new sentence at end of paragraph 5 as follows:

The State Commander shall not make cash withdrawals from State Funds.

Rationale: To prevent cash withdrawals from State Funds by any officer on the bank signature card.

Page S-6: ARTICLE IV – DUTIES OF STATE OFFICERS, Section 2: State Senior Vice Commander, Paragraph 2. Add new sentence at the end of paragraph 2 as follows:

The State Senior Vice Commander shall not make cash withdrawals from State Funds.

Rationale: To prevent cash withdrawals from State Funds by any officer on the bank signature card.

Page S-7, ARTICLE IV – DUTIES OF STATE OFFICERS, Section 4: State Treasurer. Add a new fourth paragraph as follows:

The State Treasurer shall not make cash withdrawals from State Funds.

Rationale: To prevent cash withdrawals from State Funds by any officer on the bank signature card.

Page S-10, ARTICLE V – TENURE OF OFFICE. Add new Section 3 as follows:

Section 3: Return of State Property

Upon election and installation, or appointment of the successor to any such office, all state property in his or her possession or control shall be surrendered to their successor.

Rationale: to have all records from any elected or appointed officer/chairman turned over to the newly appointed/elected and installed officer/chairman.

Page S-14, ARTICLE VI – STATE COMMITTEES AND CHAIRMEN, Section 6: State Audit Committee, Third paragraph. Delete the last sentence and replace with the following:

The Financial Report Form provided by National Headquarters shall be completed by the State Treasurer and given to the Audit Committee for verification and signature. The State Adjutant shall send the report to National Headquarters no later than September 30th.

Rationale: Clarification of who prepares the finance report, who verifies, signs, and mails it to National Headquarters.

Page U-3, ARTICLE VIII – INSTALLATION OF UNIT OFFICERS. Add new Section 3 as follows:

Section 3: Upon election and installation, or appointment of the successor to any such office, all unit property in his or her possession or control shall be surrendered to their successor.

Rationale: to have all records from any elected or appointed officer/chairman turned over to the newly appointed/elected and installed officer/chairman.

Page U-5, ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 1: Commander. Add new paragraph following Commander duties as follows:

Unit Commanders shall not make cash withdrawals from Unit Funds

Rationale: To prevent cash withdrawals from Unit Funds by any officer on the bank signature card.

Page U-6, ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 2: Senior Vice Commander and Junior Vice Commander. Insert a new third Paragraph as follows:

The Unit Senior Vice Commander shall not make cash withdrawals from Unit Funds.

Rationale: To prevent cash withdrawals from Unit Funds by any officer on the bank signature card.

Page U-9, ARTICLE XI – DUTIES OF UNIT OFFICERS, Section 4: Treasurer. Insert new paragraph at top of page.

The Unit Treasurer shall not make cash withdrawals from Unit Funds.

Rationale: To prevent cash withdrawals from Unit Funds by any officer on the bank signature card.

Service Program Charter

Article II of the DAV Auxiliary Constitution codifies the purpose of the organization to include, in part, advancing “the interests and work for the betterment of all wounded, injured, and disabled veterans....” In carrying out this stated purpose, DAV Auxiliary has created a Service Program. DAV Auxiliary’s dedication to service is well illustrated through its various service initiatives, including Caregiver, DAVA 4 Kids (a/k/a Camp Corral), and Disaster Relief, and its commitment to support DAV service programs.

DAV Auxiliary will continue in its efforts to make service to disabled veterans and their immediate family members an integral and fundamental component of the organization. In fulfilling this goal, DAV Auxiliary will utilize the Service Program in pursuit of the following goals:

1. Creation and support of programs that aid, assist, and help improve the lives of disabled veterans and their immediate family members;
2. Awarding funds to grantees and/or programs focused on providing assistance and support to disabled veterans and their immediate family members; and
1. Collaborating with DAV to fund common programs supporting the service needs of disabled veterans and their immediate family members.

DAV Auxiliary’s National Finance Committee will ensure that sufficient funds are budgeted each year to accomplish these goals and that all Service Program expenditures are in accordance with IRS regulations governing social welfare organizations.

Education Program Charter

Article II of the DAV Auxiliary Constitution codifies the purpose of the organization to include, in part, advancing “the interests and work for the betterment of all wounded, injured, and disabled veterans....” To effectuate this purpose, DAV Auxiliary has long educated the public and served the educational needs of disabled veterans and their families since the inception of an interim committee to study the formation of a fund to help the children of DAV and Auxiliary members at the 1930 National Convention in New Orleans, Louisiana. The Committee has since evolved into a group tasked with management of DAV Auxiliary educational programs and public outreach initiatives. To facilitate achievement of these goals, DAV Auxiliary has created an Education Program, charged with the following mission:

1. Creation, oversight, and ongoing evaluation of programs that serve the educational needs of disabled veterans and their families;
2. Enhancing public awareness about the great sacrifices and needs of disabled veterans and their immediate families; and
3. Entering into collaborative arrangements with DAV for common programs supporting the educational needs of disabled veterans and their families.

DAV Auxiliary’s National Finance Committee will ensure that sufficient funds are budgeted each year to accomplish these goals and that all Education Program expenditures are in accordance with IRS regulations governing social welfare organizations.

Americanism

“My Country Tis of Thee, Sweet Land of Liberty, Of thee I sing....”

www.songlyrics.com



Dictionary: *Americanism* — “Attachment or allegiance to the traditions, institutions, and ideals of the United States.”

Wikipedia: “A set of the United States patriotic values aimed at creating a collective American identity, and can be defined as ‘an articulation of the nation’s rightful place in the world, a set of traditions, a political language, and a cultural style imbued with political meaning’.”

“To me, being an American citizen is being free. ... It means that you treat your fellow Americans with respect. It means that you don't judge people because of their color, religion, or their beliefs. **Being an American is being loyal to this Country and helping out in any which way you can.**”

www.yourdictionary.com/americanism

*And, this is what we, in the DAV Auxiliary, strive to do on a daily basis.
AnnMarie Hurley, National 3rd JVC, DAVA*

Wikipedia: “*Americanism* has two different meanings.

It can refer to the defining characteristics of the United States **and** can also signify loyalty to the United States and a defense of American political ideals. These ideals include, but are not limited to self-government, equal opportunity, freedom of speech, and a belief in progress.



Americanism CONTINUED

“My Country Tis of Thee, Sweet Land of Liberty, Of thee I sing....”

www.songlyrics.com

A few ideas on how to promote Americanism:

- * Show a classroom or group how to fold a flag. Give out pamphlets on the flag rules and procedures. Give out small American Flags and other Americanism materials.
- * Exercise your right to vote and encourage unit members, friends, family and others to do the same—even if they are not voting for your candidate.
- * Observe all holidays and display the American Flag when possible.
- * Support MIA/POW programs.
- * Participate in Americanism activities such as Memorial & Veterans Day Services, Parades, etc.
- * Be a sponsor for a non-citizen with a green card to help with attaining citizenship. (*My late husband did that once and it was a source of pride.*)
- * If you are not a citizen and you wish to be, apply for citizenship (Filing for Naturalization-Form N-400): **To do so, you must:**
 - Be a permanent resident (have a “Green Card”) for at least 5 years.
 - Show that you have lived for at least 3 months in the state or USCIS (*United States Citizenship Immigration Services*) district where you apply.
 - Demonstrate continuous residence in the United States for at least 5 years immediately preceding the date of filing Form N-400.
 - Show that you have been physically present in the United States for at least 30 months out of the 5 years immediately preceding the date of filing Form N-400.
 - Be able to read, write, and speak basic English.
 - Have a basic understanding of U.S. history and government (civics).
 - Be a person of good moral character.
 - Demonstrate an attachment to the principles and ideals of the U.S. Constitution.

I'll finish these ideas on Americanism with the words I found on the Internet of an Alabama 10 year old boy when asked what it means to be an American: *“I think that it means to support your community by doing things for it. You could join a trash pickup. You could donate money to the Red Cross, Salvation Army, and many other things. You could join Boy Scouts/Cub Scouts and do things with them. But the most important thing is to allow freedom, meaning that people should allow other cultures and religions to be with your own culture. Eugene D., 10, Alabama*

“Americanism is a question of principle, of idealism, of character. It is not a matter of birthplace, or creed, or line of descent.”

Theodore Roosevelt

Special Americanism Program

A special Americanism Program is an event that the general public and dignitaries are invited to attend.

Suggested topics could be articles within the Auxiliary Manual, citizenship, veterans activities, programs, special essays, patriotic plays and musicals, anything you can think of that promotes service to country, service to veterans and their families, an understanding of the American Flag code, women or men of history, examples of good citizenship and provides an overwhelming feeling of patriotism.

If not speaking to a group in their own facility—like a veterans hall, you could have your program in a community or senior citizens hall, your back yard, any place you have access to that would be convenient for others to attend.

To invite the public, have a notice put in the local newspaper or pass out flyers or put it on social media. You could also try to have local radio and/or TV coverage.

Regardless of how many you expect to attend, invite local dignitaries as well as your city, town, state representatives and even your congressperson.

Keep track of the amount of attendees; and, of course, the info on the dignitaries and guests.

For the End-of-Year Reports, you will have to fill out information on your program: the date, type of program, if the public was invited, whether you had a write-up in the local paper, and if you had radio or TV coverage. The categories of members for this program are 10-200 members and 201 and over.

If you do have a Special Americanism Program, we wish you good luck with it, and thank you for your service to veterans, their families and love of country.

"Americanism means the virtues of courage, honor, justice, truth, sincerity, and hardihood - the virtues that made America."

Theodore Roosevelt

Caregiver Initiative Program by Melissa Pierce, Chairman

Caregivers play an important role in the health and well-being of Veterans. DAV Auxiliary has also recognized their importance and is working to incorporate Caregiver support into our mission and agenda.

We began with the Caregiver/ Companion Program at the National Disabled Veterans TEE Tournament in Riverside, Iowa. For the past two years, the Auxiliary has played a pivotal role in helping these caregivers get some of the rest, respite and camaraderie that they very much need. Each year these 30-40 caregivers gather for laughs, fun and yes, even tears. These caregivers get a week off of caring for their Veterans because they know their Veterans are in the caring and capable hands of VA staff and volunteers.

“I love the caregiver-companion group. We all get together for a service project and cookies. I enjoy getting to know other caregivers and giving support. (and we have cookies). We do get to be spoiled with our own caregiver outings. So much fun and never a shortage of cookies. I do not use the word awesome much but this group and the leaders are awesome!”

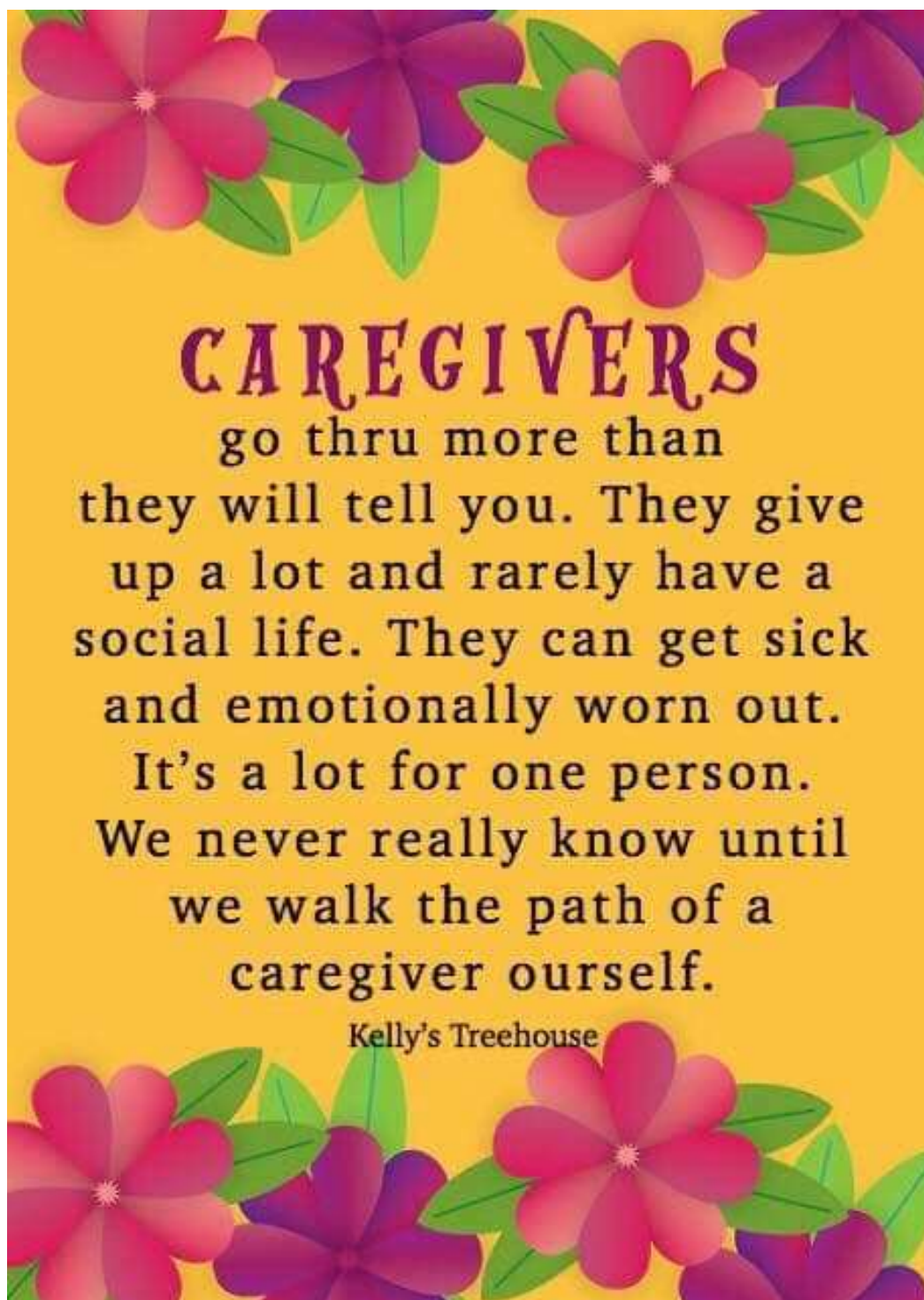


Now is the time for the Auxiliary to expand our reach. The Caregiver committee is working to see what possibilities and opportunities are out there. While we may not know exactly how that will happen, we do know it will start with you, our members.

There are many things we can do to support our Caregivers locally. Reach out to other members and VA employees to find out if there are Caregiver needs locally and how you may be able to help.

Consider offering to sit with a Veteran while their caregiver runs errands, goes to a movie, has coffee with friends, or any other activity that gives them a small break.

Another idea your Unit could do is gift cards – Gift cards for a local coffee house, movie passes, salons, ice cream shops and more. Or maybe it could be something as simple as sending a card or giving them a call to offer support and let them know you are thinking of them.



If you are a Caregiver, or know a Caregiver, there are many resources available for support. I have included a few of them below:

<https://www.caregiver.va.gov/index.asp> (VA website)

VA Caregiver support 855-260-3274

https://www.caregiver.va.gov/support/New_CSC_Page.asp (find local caregiver support coordinator)

<https://www.caregiving.org/resources/> (National Alliance for Caregiving website)

<https://www.aarp.org/caregiving/local/info-2017/important-resources-for-caregivers.html> (AARP website)

<https://www.asaging.org/blog/25-organizations-take-care-caregivers> American Society on Aging website)



CHAPLAIN

It is important to remember that our organization is composed of all faiths and religions. The role of the chaplain in our Disabled American Veterans Auxiliary is a very special one, and the duties of the chaplain are significant. A chaplain must always be aware when offering prayers and guidance not to offend any religion but to respect and honor all. Serving as chaplain provides the opportunity to guide other auxiliary members in fulfilling the purpose of our organization.

The chaplain may be called upon to render assistance in many ways – at unit meetings and to unit members and their families, and at department meetings and to all members of the department. The chaplain should be notified of those who are ill or deceased since it is the responsibility of this office to send out cards on behalf of the unit.

The chaplain shall also see that the unit adjutant has a list of the deceased members' names. The adjutant shall then notify the state department and national headquarters so that an acknowledgment can be sent. Nothing hurts more at the time of illness or bereavement than for fellow members to ignore this occurrence. This hurt is one that cannot be repaired, nor understood by the parties involved. It takes so little effort to call, send a card of get well or deepest sympathy. Of course a visitation on the local or department level should be arranged if possible.

As the spiritual leader of the auxiliary, it is important to follow the ritual for all regular meetings and to use the Blessing and Closing Prayer as printed for regular meetings or one that is applicable. By doing so, the auxiliary meetings will begin and end in an inspiring manner.

SYMPATHY CARDS, BURIAL & MEMORIAL SERVICES FOR DEPARTED MEMBERS

Units are encouraged to remember their departed members by sending an expression of sympathy to the deceased member's family. It is also important that the units contact the family at the time of death and render whatever assistance may be deemed appropriate. Often, the unit may be asked to assist with the burial service, and as a further tribute to their member, the unit may also want to use the Memorial For Departed Members as printed in the National Constitution and Bylaws. **SPECIAL REMINDER** – please notify National Headquarters as soon as possible following a member's death. Also, each unit should notify their State Chaplain so that an appropriate message of sympathy may be sent to the member's family.

SUGGESTIONS FOR SPECIAL MEMORIAL SERVICES

Many state departments have been holding a Special Memorial Service once a year, jointly with the parent organization, usually at the time of their state convention. Such services are one of the focal points of the annual convention, and a very appropriate manner in which to honor the memory of departed members.

In the event your state department does not currently conduct such memorial services, the following suggestions and ideas are presented for your consideration. Such a service could also be conducted on an annual basis at the local unit and chapter level, if so desired. However, each state department and unit should feel free to choose the type of service they prefer to use.

FLORAL MEMORIAL SERVICE

The service could include prayers and scripture readings by the state department DAV and Auxiliary chaplains, and possibly even responsive readings with all members participating. Appropriate musical selections could be used in between the prayers and readings, using the talents of the members within the organization. There are many fine singers and pianists. The Memorial Address could be given by the State Auxiliary Chaplain, possibly a government official, or even a local minister. Following the Memorial Address, as each deceased member's name is called out (by the adjutant) a representative of the deceased member's Chapter or Unit could approach the altar and place a long-stemmed flower in a special container. After all the names of the deceased members have been called, the state department DAV and State Auxiliary chaplains could light two large candles placed on the altar. The candles could be white, or one blue and one white. Following the floral ceremony, other musical selections could be included, and the service concluded with prayer followed by Taps.

Another variation of the above floral service could be as follows:

Include appropriate prayers, scripture readings, and musical selections and at the time the names of the deceased members are called out, a "forget-me-not" flower could be placed on a plain green circle wreath. (The wreath could be an artificial boxwood wreath or Styrofoam, which could be used for several years.) By the time all names of deceased members are called, the "forget-me-nots" would be placed all the way around wreath. If desired, a green-covered or white Styrofoam cross could be used instead of the circle wreath.

NOTE: Junior auxiliary members could participate in the memorial service also, and could be of assistance by standing on each side of the wreath or cross, and place the forget-me-not flowers as the names of deceased are called.

CANDLE MEMORIAL SERVICES

As in the floral services, it is suggested that your service include appropriate prayers, scripture readings and musical selections. You might want to have a posting of colors by a local ROTC group. Following the memorial address, as each deceased member's name is called, a representative of each chapter and unit would approach the altar or stage together. The auxiliary could light a candle and the chapter could place a small wreath of forget-me-nots at the base of each candle.

Another idea for using candles in your memorial service, as each departed member's name is called, the chaplain from each chapter and unit could carry a candle to the altar, lighting their candle from an eternal flame (one large candle in the center), and place their candles on stands near the altar. All white, or blue and white candles could be used.

The Memorial Service held during the National Convention is traditionally a candle service. In the event you have never attended, you might like to consider using this as a guide – The National Auxiliary Commander, National Sr. Vice Commander and the National Chaplain take their positions. The National Executive Committee Members of the DAV and the Auxiliary enter the room and walk two by two to the front of the room and are seated in the appropriate row. The National Chaplain of the DAV opens the service and calls on the National Auxiliary Chaplain for a prayer and the Auxiliary National Commander for appropriate remarks. Sometimes as the district is called, the NEC's go forward together and using the candle already lit and held by the Senior Vice Commanders, they each light a candle. These are then placed on special stands, and the procession continues until all the districts have been represented. The program concludes with the playing of Taps, and all National Officers and NEC's march out of the room.

There are also times when the candles are lit prior to the opening. The appropriate remarks of remembrance are made and at the conclusion, the respective NEC's are called forward and extinguish their candles and then two by two walk up the aisle towards the rear of the room, or sometimes take their seat in the front of the room. When all candles are extinguished, "Taps" is played, followed by the closing prayer.

CROSS MEMORIAL SERVICE

Still using the prayers, scripture readings and musical selections, as each deceased member's name is called out, a representative of the chapter and unit, (or a junior member) could place a small white cross, made of styrofoam, cardboard, or wood, in a slot on a specially-prepared board. The board could be covered with some material similar to Astroturf, to appear as grass. The over-all effect would be a miniature cemetery.

APPROPRIATE DRESS FOR A MEMORIAL SERVICE

In each of the above suggested services, it would be most effective if the participants could either dress in white or blue and white, for example, the ladies could wear white dresses, and the men wear dark suits.

PROGRAM COVERS FOR MEMORIAL SERVICES

An important part of any memorial service is the program and the schedule of events listed inside. It is possible to obtain the seal of the DAV and the DAV Auxiliary with permission from National Headquarters, and these can be used. Also, there are many beautiful covers available at very reasonable prices at religious bookstores, which are located in most cities.

THE CHAPEL OF THE FOUR CHAPLAINS

Located in Philadelphia, it is an interfaith memorial created in the memory of four brave men of God to strengthen unity in man's relationship with God and his fellow man. Its services are interfaith, acceptable to Protestant, Catholic and Jewish faiths.

February 3, 1943, the S.S. Dorchester was almost home, when it was struck by a torpedo. One of the survivors cried that he had lost his life jacket; the chaplain said he could have his since he would be staying. The other three chaplains followed suit, giving their life jackets to those who had none. No one remembers whether it was Lt. Clark Poling, Protestant; Lt. George M. Fox, Protestant; Lt. Alexander D. Goode, Rabbi; or Lt. John P. Washington, Catholic, that made the first decision to stay. It does not matter, for this bravery admits no division of faith or race. "The four stood together, their lips moving in prayer, each in the tradition of his faith...but the God they prayed to was One."

"I shall pass through this world but once, any good therefore that I can do, or any kindness that I can show to any human being, let me do it now. Let me not defer or neglect it for I shall not pass this way again." Attributed to Etienne De Grellet

PRAYERS FOR SPECIAL OCCASIONS

Dedication of Colors – Use the Suggested Prayer in the National Constitution and Bylaws.

SPECIAL HOLIDAYS – (Memorial Day, Veterans Day, Independence Day, Thanksgiving Day, Christmas, Easter, etc.)

It is suggested that you check with your local public library, book stores, and possibly your own church may have a library, where you will find many helpful books, pamphlets and literature. Below are a few suggested prayers that may be of use or may help you in presenting your services.



A PRAYER ON THE DEATH OF FRIEND/LOVED ONE

God, we praise You for Thy servant who labored and worshiped here on earth – especially for our member (name) who has departed this life and has awakened to a new life with You. Grant to (her/him) eternal joy and rest and let Your perpetual light shine upon (her/him), we ask in Your Holy Name. Amen

A PRAYER TO START THE DAY

God, as we begin this new day, grant us the assurance of Your presence, as You inspired the prophets of old, inspire us; grant us the understanding to be the best we can be; help us to see Your will and presence in all that we do; in all that we strive to learn and do for others in our love for You and them. We ask this in Your name. Amen

A PRAYER TO OPEN A MEETING

We ask Thee, O God, to bless the work of this meeting. Grant us clarity of thought, evenness of temperament, and willingness to persevere in Thy service; through Your Holy Name, we pray. Amen

A CLOSING PRAYER

May the blessings of God Almighty rest upon us and upon our work, decisions made, plans formed, and service rendered to others. We ask that He give us light to guide us, courage to support us, and love to unite us, now and forevermore. Amen

A PRAYER FOR THE NATION

Father and Ruler of all men, we thank and praise You for permitting a federation of peoples to grow into a Nation within our borders. We thank and praise You that You enabled this Nation to survive armed conflicts, cold wars, threats and rumors of war, and the uncertainties of life in this nuclear age.

We pray You make this Nation a haven for refugees, for the persecuted and the displaced; we pray You urge those in our Government that it will offer hope of freedom for all who swear allegiance to it. We pray You to forgive our sins of pride, bigotry, lawlessness and indifference. Forgive us for our waste of natural and human resources, for the neglect of our own rights and the rights of others. Enable us to conduct ourselves honorably as citizens and to manage the affairs of Government sensibly. Permit this nation to prosper and to fulfill Your purpose to the good of mankind, we pray in Your Holy Name. Amen

A PRAYER FOR THE COMMUNITY

Dear God, attend Your servants who enforce the rules, serve the sick, keep the store, teach the young, labor at their crafts, and minister with Your word. Preserve our community from recession and depression, epidemic and contagion, misrule and disharmony, fallout and pollution, drought and flood, fire and holocaust. Help all citizens to work for the common good through: useful inventions, helpful occupations, wholesome recreation, good manufacturing and above all meaningful education. Give them the grace to obey and trust Your Word. Amen

A PRAYER FOR A MEMBER WHO IS ILL

Almighty, ever living God, maker of all mankind; we ask Thee to have mercy upon (name); give (her/him) grace to bear (her/his) (sickness/illness/surgery) with patience and courage; grant that (she/he) may recover, if it be Your will, and go on to serve You in newness of life, we ask in Your Holy Name. Amen

A PRAYER FOR VETERANS DAY

O God, on this day we remember the horrors of war and Your mercies in stemming the destruction of global hostilities; I ask that You would preserve peace on earth, and guarantee eternal peace with Thee, and peace among all men. Put into the hearts of the rulers of all nations the folly of war, and teach them to establish good will by the spreading of Your love. Amen

A PRAYER FOR A VETERAN

That he was a veteran of honor renown
That he served his country, his city and town;
That he was called in time of great need
To protect us all from tyrants of greed;
That when the battle was over and won
He returned to his loved ones as his country's son;
That though others might forget over the years ahead
His comrades would remember to the day he was
dead.

May we always remember his courageous deeds
In the time of our country's urgent need.
And so to his memory – a three gun salute
As taps play softly for the one time recruit.
May he enter the gates of his final reward
And be received with honor in the House of
the Lord.

A PRAYER FOR MEMORIAL DAY

Dear God, in whom there is life and light;
accept our prayers for those who died for us
and those who mourn. Our gratitude and
praise for the hope You have given us.
Forgive us when our patriotism is hollow, our
nationalism is arrogant, our allegiance is half-
hearted. Stir within us thanksgiving for all we
have inherited, vigilance for the freedoms of
all peoples and thanks for the willingness to
sacrifice from fellow citizens, of all religions
and beliefs, who died in defense of our
country. This is our prayer dear God.
Amen

Suicide Prevention

Operation SAVE

You can make a difference!!

S- Signs of Suicidal Thinking

A- Ask questions-Be direct!!

V- Validate the person's experience

E- Encourage treatment and Expedite
getting help.

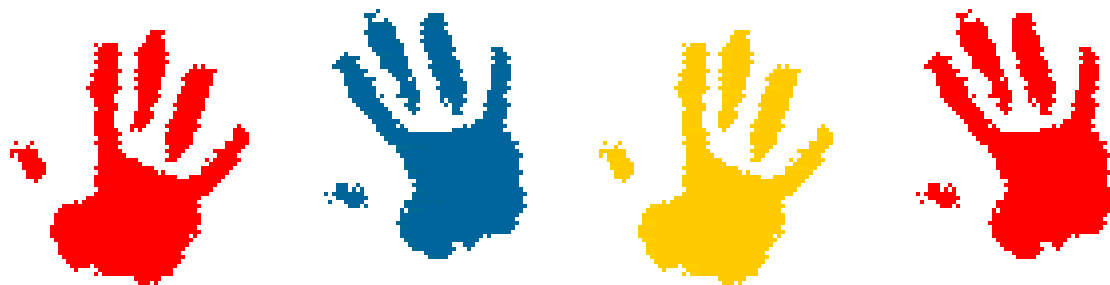
Signs of Suicidal thinking

Threatening to hurt or kill oneself, looking for ways to commit suicide, seeking access to pills, weapons or other items, talking or writing about death, dying or suicide, hopelessness, rage, anger, seeking revenge, acting reckless or engaging in risky activities. Feeling trapped, Increasing drug or alcohol abuse, withdrawal from friends, family or society, anxiety, agitation, dramatic changes in mood, no reason for living, no sense of life purpose, sleeping-to little or to much, giving away possessions or change in spirituality-increase or decrease.

Suicide Prevention Hotline/Veterans Crisis Line

1-800-273-8255 Press 1

Community Service



Community service is work done by a person or group of people that benefits others. It is often done near the area where you live, so your own community reaps the benefits of your work. You do not get paid to perform community service, but volunteer your time. Community service can help many different groups of people: children, senior citizens, people with disabilities, even animals and the environment. Community service is often organized through a local group, such as a place of worship, school, or non-profit organization, or you can start your own community service projects.

Many people believe community service activities are **ONLY** for active volunteers giving of their time. While we have many active volunteers, you can volunteer right from your home. If your mobility is limited, perhaps you don't drive or do not have a car, there are ways to serve the community.

Some examples of community service include:

Family Services:

- Cared for dog of hospitalized neighbor.
- Provided transportation to doctors' appointment.

Facility Visits:

- Assisted with nursing home bingo.
- Christmas presents for residents in a VA Medical Center.

Professional and Trade Services:

- Snow removal for area veterans and elderly

- Plumbing work for veterans

General Services to Community:

- Toys for Tots
- Assisted with cleaning of church.

Recreation and Entertainment:

- Annual local Easter egg hunt.
- Donated gift bags for children's Christmas party.

Special Projects and Programs:

- Memorial Day flag placement of veteran graves.
- Prepared boxes to send to deployed troops overseas.

Note: Unit funds should be used to support veteran or veteran family related expenditures. Individual members can donate funds to support community efforts, but never unit funds

(See Sample of Completed Report)



COMMUNITY SERVICE REPORT 2018-2019

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

Must be postmarked by: May 5, 2019 (Set by State)

PLEASE PRINT

NAME OF UNIT Heroic Veterans UNIT NUMBER 326
CITY Everywhere STATE America
NUMBER OF SENIOR MEMBERS 626 Total senior members working on Community Service 22

Please refer to the **Community Service Table of Values** on the Auxiliary website as your guideline. Monetary donations by the Unit should be listed only in the column for Unit Checks.* All other cash donations from members should be listed in the last column. If the total amount exceeds **\$1,000**, attach itemized explanation of expenditures. Additional explanation and detail of unit activities may be attached (limit to three pages). The report of services provided by the unit members within the community must not include relatives.

	Miles	Hours	Donation by Unit Checks	Value all Other Donations	Cash Donations from Members
1. Family Services: Direct aid to families, visits, clothing, food, errands, transportation, etc.	<u>1,946</u>	<u>1,393</u>	<u>\$ 1,500.00</u>	<u>\$ 40.00</u>	<u>\$</u>
2. Facility Visits: Nursing homes, treatment centers, health care centers/hospitals, etc.	<u>450</u>	<u>95</u>		<u>75.00</u>	
3. Professional & Trade Services/ Payments: Medical/dental, electrician, plumber, etc.	<u>495</u>	<u>359</u>	<u>\$</u>	<u>\$ 10.00</u>	<u>\$</u>
4. General Services to Community: Organized activities, Meals on Wheels, senior citizens, youth groups, fund drives, blood bank, church work, neighborhood watch, etc.	<u>3,210</u>	<u>1,372</u>	<u>\$ 400.00</u>	<u>\$ 460.00</u>	<u>\$</u>
5. Recreation & Entertainment: Excursions, parties, reading, gifts, therapeutic sewing, baking, etc.	<u>531</u>	<u>77</u>	<u>\$</u>	<u>\$ 15.00</u>	<u>\$</u>
6. Special Projects and Programs: Caregiver Initiative, LVAP, Efforts for the Deployed, Parades, Fairs, etc.	<u>1,965</u>	<u>286</u>	<u>\$ 100.00</u>	<u>\$ 30.00</u>	<u>\$</u>
Totals:	<u>8,597</u>	<u>3,582</u>	<u>\$ 2,000.00</u>	<u>\$ 630.00</u>	<u>\$</u>
Total of All Donations				<u>\$ 2,630.00</u>	

Submitted by: Mary Doe
Signature of Commander and/or Chairman

*Unit funds may be used for community efforts benefiting veterans and their families.

1. Family Service:

- Visiting veterans regarding a variety of issues (205 miles and 44 hours)
- Assisting elderly veterans with a variety of duties around the house (400 miles and 500 hours)
- Funerals & funeral lunch assistance – honor guards, escorting funeral processions, assisting with funeral lunches, marking graves (486 miles, 80 hours and \$40 in donations)
- Driving elderly to hospital (for visiting), to shopping center, to doctor appointments and beauty shop (450 miles, 80 hours)
- Assisting elderly with various tasks - housekeeping, paperwork (120 miles and 608 hours)
- Assisting veterans with various tasks – cutting wood, yard work (175 miles and 60 hours)
- Disabled veterans hunting: \$1,500.00 in grant moneys (10 miles and 3 hours)
- Area Backpack Program assistance (40 miles and 9 hours)
- Habitat for Humanity assistance (20 miles and 4 hours)
- United Way Day of Caring (40 miles and 5 hours)

2. Facility Visits:

- Assisted with regular bingo and meal activities at South Dakota State Veterans Home (360 miles and 36 hours)

3. Professional and Trade Services:

- Snow removal for area veterans and elderly (20 miles, 6 hours and \$10.00 in fuel)
- Electrical work for veterans (275 miles and 250 hours)
- Plumbing work for veterans (170 miles and 16 hours)
- Assistance with annual audit - American Legion (30 miles and 3 hours)

4. General Services to Community:

- Local Bingo assistance (190 miles, 20 hours and donations value of \$75.00)
- Assisting with Bingo at local Senior Centers (260 miles and 174 hours)
- Local "Steak Night" assistance (120 miles, 75 hours and donations of \$20.00)
- Assistance with fundraising meals for other service organizations (80 miles, 60 hours)
- Assistance with meals during annual Motorcycle Rally (250 miles and 275 hours)
- Participation in annual Four Chaplains Day service (235 miles and 8 hours)
- My Healthe Vet website training for non-veterans (80 miles and 8 hours)
- Golden Corral Military Appreciation (200 miles and 12 hours)
- Cleanup at local cemetery (55 miles and 15 hours)
- Cleanup at local meeting location (150 miles and 60 hours)
- Checking for flag (and hardware) damage at Black Hills National Cemetery (300 miles and 50 hours)
- Highway cleanup (30 miles and 3 hours)
- South Dakota Cemeteries Support Council (780 miles, 112 hours and \$50.00 dues)
- Assisted with gathering funds and assisted in the establishment of East River Veterans Cemetery (350 miles and 15 hours)
- Local Junior Achievement assistance (20 miles and 5 hours)
- Delivered cookies to local first responders on Patriots' Day (10 miles, 2 hours)
- Assisted with Local First Responders awards dinner and donated door prizes for attendees (10 miles, 6 hours)
- Attended local Military Affairs meetings to assist in communicating events (90 miles and 12 hours)
- Purchased 4 ticket to Ellsworth Air Force Base Annual Ball to assist airmen who couldn't afford tickets (\$200.00)
- Donated \$100.00 to local American Legion (where we meet) to help with utility costs.

5. Recreation and Entertainment:

- Annual local Easter Egg Hunt (46 miles, 12 hours and \$15.00)
- Annual St. Patrick's Day dinner assistance (40 miles and 8 hours)
- Assist with annual Black Hills Shootist Spring Social (30 miles and 20 hours)
- more-
- Took visiting dignitaries on tour of Black Hills area (350 miles and 12 hours)
- Assisted with Beer Tent at local 4th of July activities (65 miles and 25 hours)

6. Special Projects and Programs:

- Memorial Day flag placement on veterans graves and assistance with Avenue of Flags at Black Hills National Cemetery (460 miles and 40 hours)
- Memorial weekend meal assistance for volunteers at Black Hills National Cemetery (80 miles, 25 hours and \$30.00)
- Unaccompanied veteran burial services held quarterly at Black Hills National Cemetery (210 miles and 40 hours)
- Flag placement at Buffalo Chip campground for awareness during annual Sturgis Motorcycle Rally (120 miles and 12 hours)
- Assisted with South Dakota National Guard Welcome Home and Activation events (45 miles and 8 hours)
- Laying of wreaths on veterans' graves prior to the annual Wreaths Across America service and handing out wreaths for others to place during the ceremony (235 miles, 20 hours and \$100.00)
- July 4th events in two locations – Belle Fourche and Piedmont – consisting of parade (150 miles, 40 hours, 500 benefited)
- Booth at local Homeless and Needy Veteran Stand In to promote membership in Veteran Service Organizations – also supplied socks for this event (120 miles, 24 hours, [and donated 972 pairs of socks and 8 winter coats valued at \$920.00 reported on VA VSO])
- Assisted with information booth at Black Hills State Show (45 miles and 7 hours)
- Participated in Legacy Run to benefit veterans and families (500 miles and 70 hours)

COMMANDER, ADJUTANT AND TREASURER DUTIES

National Fall Conference

Commander

Duties:

- Presides at all regular or special meetings.
- Maintains order during meetings.
- Countersigns all checks and vouchers issued.
- Performs 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.

Responsibilities:

- Open the meeting at the appointed time.
- Follow the proper sequence of business.
- Properly recognize members who wish to speak.
- State and put to vote any motions brought forth during the meeting proceedings.
- Maintain order of the meeting at all times and expedite the business of the meeting.
- Declare the meeting adjourned when voted on or at the time prescribed in the program.
- Ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.



At each meeting the Commander should have available:

- National Auxiliary Constitution and Bylaws.
- A list or agenda of the complete order of business.
- A list of all committees and chairman.
- State Department Standing Rules.
- Unit Standing Rules, if any (unit only).



Commander's Should:

- Maintain a working relationship with chapters, the state department and community.
- Appropriately represent the DAV Auxiliary.
- Promote member participation.
- Appoint and empower members and committees to reach and recommend, plan, or perform activities and programs that are beneficial to the purpose of DAVA.
- Involve the Senior Vice Commander in decision making and practices.



Adjutant

Duties:

- Keep the minutes.
- Handle all correspondences under the direction of the Commander.
- Bring all communications including letters, newsletters, membership information, notices, etc., to meetings and make them available to all members.
- Notify all members of meeting information.
- Initiate and sign all warrants/vouchers/check requests.
- Keep an accurate roster of members.
- Send the names and addresses of the newly elected and appointed officers as outlined in the National Constitution and Bylaws.
- Send the names of the delegates and alternates to the state and national convention.
- Send financial report within ten (10) days following the completion of the audit (no later than September 30).
- Send officer report form within ten (10) days following installation.
- Send a copy of the acknowledgement of filing Form 990 as warranted by income.

Responsibilities:

- Keep records and manage official communications.
- Keep detailed records of actions taken at meetings.
- Include names of members making motions (including a second) and if there is discussion.
- Record whether a motion passed or failed.
- Unit Adjutants must notify all life members at least ten (10) days prior to the annual nominations and/or elections or special meetings.
- Have minutes and records available upon request.
- Maintain a working relationship with chapters, the state department, and community.
- To ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.

Treasurer

Duties:

- Custodian of the funds.
- Deposit money within thirty days.
- Establish a bank account in the name of the unit/state.
- Have the proper authorized signers list on the account/s – Commander, Senior Vice Commander, and Treasurer.
- Distribute approved funds upon receipt of a signed voucher.
- Have records available upon request.

Responsibilities:

- Keep a system of accounting showing income and disbursements.
- Reconcile the account(s) monthly.
- Keep receipts and vouchers for payments made.
- Having two signers on the check.
- Prepare a report for each general meeting.
- Complete the appropriate IRS Form 990 as warranted by income.
- Complete and submit annual financial report.

How to Issue a Check

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!**



Photos Wanted!

Please send photos of Diane Franz that may be taken during her travels as DAV Auxiliary National Commander as she visits state departments, units, and attends events around the country.

Harold R. Holloway, Sr.
National Commander History Book Chairman
4014 Cree Drive
Ormond Beach, FL 32174
hholl39455@aol.com



STANDING RULES APPROVAL PROCEDURE

1. Standing Rules Committee meets to review all proposed amendments and check on how changes made at National Convention affect the States Standing Rules. The following need to be available to Committee members:
 - a) Current Constitution and Bylaw Book
 - b) Copy of current State Standing Rules
 - c) Copy of current Supplement
 - d) Copy of proposed amendments
2. Committee reviews proposed amendments making sure they do not conflict with the Constitution and Bylaws.
3. The committee reviews current Standing Rules for any changes that were made at the National Convention that may affect the Standing Rules.
4. The committee reviews current Supplement for accuracy noting any changes that will need to be made.
5. Copy of proposed amendments and current Supplement is furnished to all members present.
6. Committee Chairman (or member) presents the amendments to the Convention Body at the 1st business session of the Convention. Remember each amendment or addition must be voted on individually.
 - a) Identifies which rule is being amended or changed (i.e., Page __, Nbr. __, Section __)
 - b) The current rule is read
 - c) The proposed amendment is read
 - d) The rule is read as amended or changed
 - e) The rationale for change is given
 - f) Chairman (or member) moves acceptance of amendment or addition
7. The commander calls for a second.
8. Discussion, if any.
9. The commander calls for the vote
10. Each amendment passes or fails.
11. Chairman (or member) reads the New Supplement with any changes and moves the acceptance.
12. The commander calls for a second.
13. Discussion, if any
14. The commander calls for the vote.

15. New Supplement passes or fails. (A new Supplement must be prepared every year)
16. After the State Convention, the Adjutant in office at the time submits the new Supplement and the amendments to National Headquarters for forwarding to the National Judge Advocate.
17. The National Judge Advocate reviews the Supplement and amendments and issues a letter initially approving the Supplement and amendments. The letter will request that the amendments be incorporated into the State Standing Rules and two copies sent to National Headquarters. If there is a problem with the Supplement or the amendments a letter is sent requesting additional information or correction.
18. All letters regarding the Supplement, amendments, and Standing Rules are sent to the Convention Adjutant. If there has been a change in Adjutant, copies will be sent to both the Convention Adjutant and the newly appointed Adjutant.
19. Upon receipt of the State Standing Rules with amendments incorporated National Headquarters will forward to the National Judge Advocate for final approval.
20. The National Judge Advocate reviews the Standing Rules making sure that the amendments have been incorporated correctly and issues a letter of final approval for distribution. If there is a problem, a letter is sent to the Adjutant requesting additional information or correction. These letters will be sent to the Convention Adjutant and newly appointed Adjutant.

OUR DAV AUXILIARY JUNIORS – OUR FUTURE

BY: DARLENE HANNEMAN, National Junior Activities Chairman

Junior Members

Junior members of the DAV Auxiliary consist of boys and girls from birth to age 17. They are eligible for membership through a family member who is a DAV Auxiliary member or a family member who served in the military and was honorably discharged. Junior members (those who have not yet reached their 18th birthday) are relatives of disabled veterans, veterans, or Auxiliary members. There are two types of junior membership.

*Complimentary – Junior memberships are complimentary up to age 18 at which time they will be automatically converted to a part-life membership and payment billings will commence

*Junior Life Membership is also available for those under the age of 18 with a minimum down payment of \$20 to be applied toward a \$250 LIFE MEMBERSHIP AMOUNT. There is currently an unlimited amount of time to pay the membership in full, provided a yearly payment is remitted.

Junior Charters

The Junior Auxiliary members have the ability to maintain their own Junior Auxiliary Unit charter. These juniors will elect a Commander and Senior Vice Commander to conduct meetings, typically at the same time the DAV Auxiliary Unit meets. No bank account shall be opened for a junior auxiliary; however any funds collected through donations or fundraising shall be deposited in the Unit checking account and earmarked for junior projects. There is no charge to obtain a junior charter, but a minimum of ten junior members is required.

VA Medical Center- Volunteer ideas for junior members can be obtained at the VA Medical Center through the VA Medical Center Representative. The most important item in this area is for the junior volunteers to help the Senior Volunteers from your Unit. Crafts for the patients can be made by the juniors. Visits by juniors to help with patients are possible providing the juniors meet the age requirement.

Hospital work at Non-VA/Nursing Home – Those junior members who are old enough to be active in the hospital/Nursing Homes can bring smiles to the patient. Those not old enough can help by making cheer cards, planters, bookmarks, decorations, and other items.

Community Service – Community Service projects benefit churches, schools, the handicapped veterans, and non-veterans and their families. Community Service includes assistance to victims of floods, fires, tornadoes, and other disasters. Encourage juniors to help you in various “drives” in your community. They can also make good envelope stuffers for the various mailings done.

Americanism – The organization is rich in patriotism and Americanism. Educate our juniors about our country, freedom is not free. Do not take our great country for granted. Encourage them to study about the flag, the history of it, the proper way to display it and the correct way to recite the Pledge of Allegiance.

Forget-Me-Not Drives – The Juniors can be a big help on Forget-Me-Not drives. They bring in people to donate for the Veterans. It is hard to say “No” to a child.

Chapter/Unit activities – The Juniors can help with raising funds. Some of the money-making projects are bake sales, selling candy, selling cards, a paper drive, and car washes. They can also give the money to glove/scarf drives, coat drives, back-to-school drives and other ways to reach out to the Veterans and their families.

Veterans Day – The Juniors can help with giving a dinner, ask the juniors to help set the tables, and assist in serving the meal. They might even be part of your entertainment.

School/Church – The Juniors can help each other with doing homework together and helping the younger members on meeting night to complete their homework. The group can support each other by attending the social events, sports events and other activities that are taking place.

Miscellaneous – Don't forget the importance of recreation and good fun such as games, parties, cookouts, ball teams, tours and other ideas that bring the DAV Auxiliary and DAV family together. Refreshments however simple can turn a meeting into a party!!!

DAVA 4 Kids – This program is to help encourage children to help other children in their communities and schools. This could be by hosting a hat and gloves drive, a coat drive, a food drive, or even collecting school supplies. Children would be helped and junior auxiliary members would feel like they too can make a difference. The biggest challenge put forth is the **Camp Golden Corral project**. Juniors can be challenged to collect as much change as possible (I call it fill the boots.) and donate the money to help with transportation costs of children attending the camp. Camp Corral is free to children of military families, but transportation expenses are not.

The purpose of Camp Corral is to allow children of deployed, deceased and injured Veterans to have a week away from home, learn more about themselves and others and to have fun. Sponsored and established by Golden Corral restaurants, the camp gives children the opportunity to unwind from the stressors of being a military child while making new friends in the process. To learn more visit www.campcorral.org (<http://www.campcorral.org/>)

Incentives – The Junior Activities Report – This is for the DAV Auxiliary Unit to fill out for state judging as well as keeping track what your Unit and your juniors have done for the year. Your members are to be commended for their commitment to serving the disabled Veterans and their families. Your unit could have an awards night with a membership dinner to honor those who have served and volunteered this year for events and functions.

The National Junior Member of the Year award. This award is based on the junior member's activities during the selected calendar year. There are three age categories associated with this award. Please find the Junior Award information here (<https://auxiliary.dav.org/membership/resources/annual-report-forms/>).

Scholarships - For those juniors who volunteer at the local VA Medical Centers, parents and guardians should check for local scholarship programs through voluntary services and get more information about the DAV Jesse Brown Youth Scholarship.

Junior Templates – The Senior Unit can reward their juniors with certificates and other items at the Unit level for the work and service that the juniors have done for the DAV Auxiliary Unit through the year.

The Junior Unit History Book – The Junior Unit History Book Guideline page that follows gives the information in detail concerning the proper procedure for doing the history book. Remember to let the juniors do it.

Junior members are important!!!! One reason some Units use them is they are needed to make quota. BUT....Our Juniors are needed to give life to our membership. We should recruit junior members because of their energy, their enthusiasm, their input and their willingness to help. Make your DAV Auxiliary Unit and DAV Chapter a family!!!!!!



JUNIOR UNIT HISTORY BOOK GRADING SHEET

A total of 100 points may be earned for a Junior Unit History Book. Each section must begin with a blank page indicating the section information (as listed below).

Section I – Unit Information – 10 points

Name and number of junior unit; city and state; junior commander picture with name and year; senior commander picture and name; junior activities chair picture and name.

Section II – Installation – 10 points

Installation date of present junior unit officers; picture of installing officer with junior officers.

Section III – VAVS – 10 points

Any pictures or materials showing junior unit Volunteers at VA Medical Centers.

Section IV – Hospital – 10 points

Any pictures or materials showing junior unit Volunteer projects at non-VA hospitals, nursing homes or other health care facilities.

Section V – Community Service – 10 points

Any pictures or materials showing junior unit participation in community service projects.

Section VI – Forget Me Not – 10 points

Any pictures or materials showing junior unit participation in Forget Me Not Drives.

Section VII – Americanism – 10 points

Any pictures or materials showing Americanism activity by the junior unit.

Section VIII – Chapter & Unit Events – 10 points

Any pictures or materials showing junior unit activity with senior unit.

Section IX – Special Events/Miscellaneous – 10 points

Any pictures or materials showing junior unit participation in any other activities that do not fit in the first eight sections.

Organization and Neatness – 10 points

Creativity of the Junior Unit History book, neatness, names/titles are labeled with pictures as necessary and/or events labeled with title and place of event.

Remember: Let the juniors do it. A little paste and mess is better than an adult taking over the job. Keep this in mind with judging this section.

Total – 100 Points

What can you do to Promote Junior Activities?

Build your Junior Activities program one member at a time by giving Junior members a voice and an opportunity to participate.

Member promotion ideas:

Encourage your junior members to invite their friends to attend DAV and DAV Auxiliary functions, volunteer opportunities, etc.

Sign up your own eligible children, grandchildren, and great-grandchildren.

Invite chapter members to sign up eligible children, grandchildren, and great-grandchildren.

Support the activities of the juniors.

Volunteer to mentor a junior member. Explain officer and chairman roles, how meetings are run, etc.

Unit Promotion ideas:

Organize an active juniors group.

Encourage juniors to do community service projects.

Promote Americanism projects.

Help them do volunteer projects for the VA Hospitals/Nursing Homes.

Encourage older juniors to mentor younger juniors.

Post the junior activities on Facebook with proper approval documented from junior members parents.

Present awards to junior members at unit meetings for doing leadership roles.

Please help The DAV Auxiliary Junior members to become the leaders of tomorrow!!!!!!



Tips for Communicating with Lawmakers



Commanders' Action Network

- Sign-up at www.dav.org
- DAV will email action alerts to your inbox
- By clicking on the "Take Action Now", a message to your Representatives will be generated
- Anyone can sign-up!



Write a Letter

- Tell your personal story
 - Remember you are writing to a stranger
 - Give specifics about how and why a proposed law will affect you and/or your family
 - Veteran related issues may have different effects on family members



Schedule a Face to Face Meeting

- You care enough to show up!
- Time is limited
 - Know what you're going to say
 - Bring notes
 - Speak from your heart
- Be polite
 - Use your magic words
 - Send a thank you note after your visit

Samples of DAV's Advocacy Campaigns

S. 514, the Deborah Sampson Act to Improve VA Services for Women Veterans

Senator Jon Tester (MT), Ranking Member of the Senate Veterans' Affairs Committee, introduced S. 514, the Deborah Sampson Act. This legislation, a comprehensive measure addressing gender disparities, aims to improve and expand Department of Veterans Affairs (VA) programs and services for women veterans.

H.R. 663/S. 191, Burn Pits Accountability Act

On January 17, 2019, Representative Tulsi Gabbard (HI) introduced H.R. 663, the Burn Pits Accountability Act in the House and Senator Amy Klobuchar (MN) introduced a companion bill, S. 191, in the Senate.

H.R. 1200, the Veterans' Compensation Cost-of-Living Adjustment Act of 2019

On February 13, 2019, Representative Elaine Luria (VA), Chairman of the House Veterans' Affairs Subcommittee on Disability Assistance and Memorial Affairs and Ranking Member Michael Bost (IL), introduced H.R. 1200, the Veterans' Compensation Cost-of-Living Adjustment Act of 2019.

S. 91 Creating a Reliable Environment for Veterans Dependents Act

S. 91 would authorize the Department of Veterans Affairs (VA) to pay homeless grant providers to include care for homeless veteran's minor dependents while the veteran is receiving services for which they are reimbursed. Authorizing payment for this care would ensure a homeless veteran does not have to choose between treatment and keeping her or his family together.

HR 299 - Blue Water Navy Vietnam Veterans Act of 2019

Tomorrow, Tuesday, May 14, H.R. 299, the Blue Water Navy Vietnam Veterans Act of 2019, is scheduled for a vote on the floor of the U.S. House of Representatives. Please contact your elected Representative today to ask for their vote to approve H.R. 299.

H.R. 1527, the Long-Term Care Veterans Choice Act

Representative Clay Higgins introduced H.R. 1527, the Long-Term Care Veterans Choice Act. This bill would provide veterans who are no longer capable of living independently an alternative to nursing home care, in which the veteran would continue to receive the care that they need in an intimate home-like environment through VA's Home-Based Primary Care program, and the Medical Foster Home (MFH) attendant program.

For even more of DAV's advocacy campaigns, please visit:

<https://www.dav.org/learn-more/legislation/join-action-network-take-action/advocacy-campaigns/>

A Star is Born

Presented by: Lynn Holmes Proctor

National Mae Holmes Chairman

The first national convention of the DAV was held in Detroit in July 1921. In 1922 the necessity for an Auxiliary to be composed of the wives, mothers, sisters, and daughters of war's disabled and the gold star relatives of those who had given their lives in defense of their country, was recognized by the DAV leaders. These leaders fully realized that only those women closely associated with, and vitally interested in, the disabled's problems would be in a position to help them and continue to devote their time and efforts to this service as long as the need demanded.

At the San Francisco National Convention in 1922, plans were perfected for the formation of the Women's Auxiliary, Disabled American Veterans of the World War, now known officially as the Disabled American Veterans Auxiliary and Mrs. John Paul Jones was chosen as the first National Commander of the Auxiliary.

This organization, founded on a single impulse of an unselfish desire to render service to the disabled veterans and their dependents, to make every effort possible to rehabilitate them, to alleviate the sufferings of those who would never be able to take their place in the normal walks of life again and to provide for their families, spread rapidly throughout the country.

The first regular national convention of the Auxiliary was held in Minneapolis, in June 1923. A permanent organization was then established. A national constitution and bylaws were adopted, and Mrs. Robert Renton of Walla Walla, Washington, was elected as the National Commander. By 1924 there were 20 active units, now there are more than 600 units and over 100,000 members including all eligible male family members and all veterans eligible for membership in the Disabled American Veterans.

Disabled American Veteran's Auxiliary

Mae Holmes

National Outstanding Unit

Mae Holmes served as DAV Auxiliary State Commander of Michigan, 1949 – 1950. She was elected as DAVA National Commander, 1954 - 1955. During her year as Ntl. Commander, she established an award to be presented to the unit that had performed the most outstanding work in all the Auxiliary programs. Commander Holmes purchased a trophy that was to be presented annually to the Unit that had the "Most Outstanding Work in All the Programs of the Auxiliary." The trophy became a traveling Award and was named after Commander Mae Holmes.

Several Past National Commanders had selected individual auxiliary programs that also had traveling trophies. As our organization continued to grow and change, the traveling trophies were discontinued and eventually changed to the present-day awards. The Mae Holmes Award was continued in Her name.

Commander Holmes felt that membership was necessary in order for the other programs to continue, therefore, Units had to meet their quota by April 1st of each year to be eligible for the Mae Holmes Award. Many units that performed outstanding work but didn't make quota, were never recognized. Recently, this rule was dropped, making it possible for all units to be eligible for the award based on their dedicated service and outstanding work.

The Mae Holmes National Outstanding Unit Award reflects the totals of each unit's Membership, Americanism, Legislative, VAUS and Community Service Reports and also includes Special projects. By compiling these reports nationwide, DAV Auxiliary members can see that they are fulfilling their mission by serving our veterans and their families.

MAE HOLMES NATIONAL OUTSTANDING UNIT REPORT 2019-2020

(You must use the updated current year report forms due to possible changes.)

1. Complete this report LAST as the totals must agree with your other reports. You may use the reverse side for additional explanation and details.
2. After completion, you will make four copies. Send three to the address listed at the right. (Usually your State Adjutant). Keep one copy for Unit records.
3. You must adhere to the Postmarked date on your form. If filling out by hand, please Print. If you download and print reports from DAVA website, you must contact your STATE ADJUTANT for proper mailing address and required POSTMARK DATE.
4. Complete the entire heading on ALL REPORTS. Your official unit name and number can be found on your CHARTER. Use the city and state in which your meetings are held.
5. The correct number of Senior and Junior members can be accessed from the DAVA membership website by your Commander, Senior Vice, or Adjutant or contact your State Adjutant.
6. You must FIRST complete report forms for **MEMBERSHIP, AMERICANISM, LEGISLATION, JUNIOR ACTIVITIES, VAVS AND COMMUNITY SERVICE**. The information and totals used on your Mae Holmes Report MUST agree with the corresponding report forms. (If your unit does not participate with some of the programs listed on the Mae Holmes Report, just put a (0) in the block.)
7. If over \$1000.00 is reported in Total Value column for any reports, attach a copy of the report(s) FORM ONLY, to the Mae Holmes Report. **DO NOT ADD ANY ATTACHMENTS FROM THOSE REPORTS.**
8. Explain any other SPECIAL projects which your unit sponsored or were participants
9. The Unit Commander or next available Unit Officer must place their signature at the bottom of this report.

Recommendations made by committee at 2019 National Convention.

1. Make sure a copy of reports with over \$1000.00 value are attached.
2. Use only the current year report forms and complete entire header.
3. Double check monetary tally's for Total Values listed on reports.



From: National Membership Chairman: Darlene Spence

Membership is the Lifeline of our Organization. Our ability to continue meeting the goal of service to our veterans and their families; and, to stop the struggle of some Units to keep enough active members to stay chartered, is dependent upon increasing membership.

Every person who is eligible should be a member of the DAV Auxiliary if they believe in protecting the rights of and supporting disabled veterans and their families. Therefore, it is our responsibility to assist them in having the opportunity to become members. Most notable is the fact that in order to move forward we must have boots on the ground. In our case, we wear the boots that matter most. So, let's utilize strength, courage, enthusiasm, a spirit of unity, incentives, love and knowledge of our organization and go get'em (New Members of course)!



When recruiting new members.....

- Always inform new members that the membership year begins July 1 and ends the following June 30.
- Advise new part-life members they will receive quarterly payment reminders.
- Urge new members to begin their Auxiliary membership with a \$20 down payment toward a life membership. They have the privilege of making annual payments if they so choose.
- Remember that our eligibility requirements have significantly expanded to include extended family members of disabled veterans and not-dishonorably discharged veterans. Check the constitution and bylaws or web site for further clarification.

Life Membership

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

Life Membership Amounts are based on the member's age at time of application.

Age	Amount
Birth – 30	\$250
31 – 45	\$230
46 – 60	\$200
61 – 70	\$180
71 – 79	\$140
80 and over	complimentary

Always provide a date of birth to guarantee assignment in the correct life membership cost category.

Junior Membership

Involve the youth community. Junior membership is complimentary through age 17, or get an early start on a Junior life membership. Families are encouraged to start a life membership for children to lock in the life membership rate of \$250.00 with a \$20 down payment. Payments can be made at the family's discretion. Any amount paid while under the age of 18 will be applied to the life membership amount of \$250.00.



2019-2020 Membership Recruiter Incentives

MEMBERSHIP is vital to fulfilling our organization's mission of service.

Who are Auxiliary members?

We are – the heart and soul of the organization!

Recruit one new member with a minimum down payment of \$20 and you could win cash! Don't forget about Junior life members! The more you recruit, the better your chances!

Quarterly Cash Drawings for one lucky membership recruiter!

December 31 - \$250

March 31 - \$250

June 30 - \$250

Bonus Recruiter Drawings!

July 1 – **Five** recruiters will receive \$250 each

Remember: A \$20 down payment starts a new life membership with an indefinite period of time to pay the balance. **Rates valid through December 31, 2019.**

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

NOTICE

January 1, 2020, membership will go to a flat rate amount of \$250 for all ages. Junior members up to age 18 and those 80 years of age and older will remain complimentary. Families are encouraged to start a life membership for juniors with a \$20 down payment.

Introducing the New DAV Auxiliary Mobile Device Membership Application

We are pleased to announce the DAV Auxiliary now has a membership application you can download to your phone or tablet, making recruitment as easy as a few clicks of a button! By downloading this membership application, members have the ability to recruit without the inconvenience of carrying paper applications. The applicant can apply for membership by using the mobile application, and pay securely using their debit or credit card. As a recruiter, you will be eligible to earn additional sponsor points by using the mobile membership application!


To start, open your Internet browsing app (Google, Chrome, Safari, etc.) on your phone/tablet, type www.davauxiliary.org, and select “Join DAV Auxiliary.” Once the page has loaded, proceed to the directions below.




Become a Member of DAV Auxiliary

Thanks to dedicated members across the nation, the DAVA programs are far-reaching and the personal rewards fulfilling. Our members are diverse in their interests which is what has made the DAVA so successful. Our programs include Americanism, Community Service, Junior Activities, Legislative, and VA Voluntary Services. Foremost in our hearts is the goal of assuring benefit entitlement and compassion for our disabled veterans.

Apple users:

- Tap the  on the bottom of the screen.
- Select **Add to Home Screen** icon.
- Select “**Add to Home**” option.
- Name the application. Example: DAV Auxiliary Application.
- Select **Add**.
- You will now see the DAV Auxiliary icon on your mobile device home screen.

Android Users:

- To open the option menu, tap the  in the top right hand corner of the screen. The **Option Menu** will open.
- Select **Add to Home Screen**.
- Name the application. Example: DAV Auxiliary Application.
- Select **Add**.
- You will now see the DAV Auxiliary icon on your mobile device home screen.

Windows Users:

- Tap the **More (...)** button and tap “**Pin to Start Menu.**”
- Any time that you access your Internet browser on this device, you will be able to access the mobile membership application without having to enter the link again.

Don't delay—start using this new mobile membership application to recruit today!

Completing a DAV Auxiliary Membership Application

Please Print Legibly!

The form is titled "DAV Auxiliary Membership Application" and includes a "Receipt" section on the left. The receipt section contains a date field (17), an amount paid field, and a table for life membership amounts based on age. The main application section includes fields for unit number (2), state (3), name (4), date of birth (5), address (6), phone (7), email (8), and membership type (9, 10). It also includes fields for eligibility through (11), relationship (12), sponsor's signature (13), sponsor's code number (14), applicant's signature (15), and applicant's credit card information (16). The form concludes with a "SEND WHITE COPY ONLY TO AUXILIARY NATIONAL HEADQUARTERS" instruction and an "EXPIRATION DATE" field.

AGE	LIFE AMOUNT
80 or older	Free
71-79	\$340
61-70	\$380
46-60	\$200
31-45	\$230
Birth-30	\$250

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 to determine life membership amounts. If date of birth is not included, the member will be contacted prior to application processing.
11. Name of person through whom 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.

UNDERSTANDING CREDENTIALS

NATIONAL FALL CONFERENCE

What is a State Convention Credential?

A State Convention Credential is a document that indicates how a member attending a convention will be voting.

A convention attendee has the option of voting one of the following ways:

- Unit Delegate
- Past State Commander
- Active Resident Past National Commander
- Elected State Officer

Delegate Credentials	
ANNUAL STATE CONVENTION	
DISABLED AMERICAN VETERANS AUXILIARY DEPARTMENT OF _____	
Hotel Name - Location - State _____	
Name _____	Unit No. _____
Address _____	City _____ State _____ Zip _____
Agent _____	Signature _____
THREE CREDENTIALS MUST BE PRESENTED AT THE TIME OF REGISTRATION	

Disabled American Veterans Auxiliary	
State Department of _____	
1) Unit Number - Conference Registration Form	
2) State Convention Registration Form	
Name _____	Unit No. _____
Address _____	City _____ State _____ Zip _____
Registration _____	Signature _____
CHECK ONE	
<input type="checkbox"/> Delegate	<input type="checkbox"/> Auxiliary Member
<input type="checkbox"/> Elected State Officer	<input type="checkbox"/> State Chairman
<input type="checkbox"/> P.N.C.	<input type="checkbox"/> Guest
<input type="checkbox"/> P.S.O.	<input type="checkbox"/> Guest

What does a Credentials Committee do?

The Credentials Committee is responsible for the following:

- Pick up the credentials received at the convention registration desk
- Sort the credentials based on voting type
- Determine the following information:
 - Total Elected Officers Registered
 - Total Past State Commanders Registered
 - Total Resident Past National Commanders Registered
 - Total Units Registered
 - Total Unit Delegates Registered
 - Total Unit Alternates Registered
 - Total Guests Registered
 - Total Registered

What does a Credentials Committee do?

The Credentials Committee will also determine the voting strength:

- Total Registered Unit Voting Strength (To be explained later)
- Total Registered State Elected Officers
- Total Registered Past State Commanders
- Total Registered Past National Commanders
- Total Overall Voting Strength

What does the "Voting Strength" mean?

Voting Strength is defined as the total number of votes that may be cast on an issue at the state convention. In the event of a roll call, this information will be used to ensure that the total votes casted equals the total votes allowed.

The Credential Committee Report:

CREDENTIAL COMMITTEE REPORT

CONVENTION YEAR: Year of the Convention

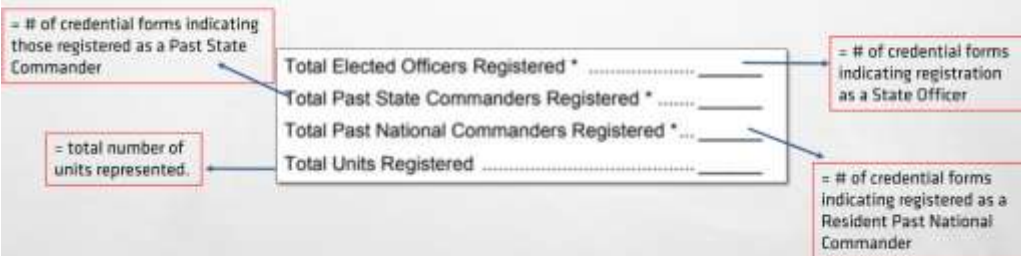
CHAIRMAN: Name of the Chairman

Date: Date of the Report

Note: Remember to announce the "as of" date and time.

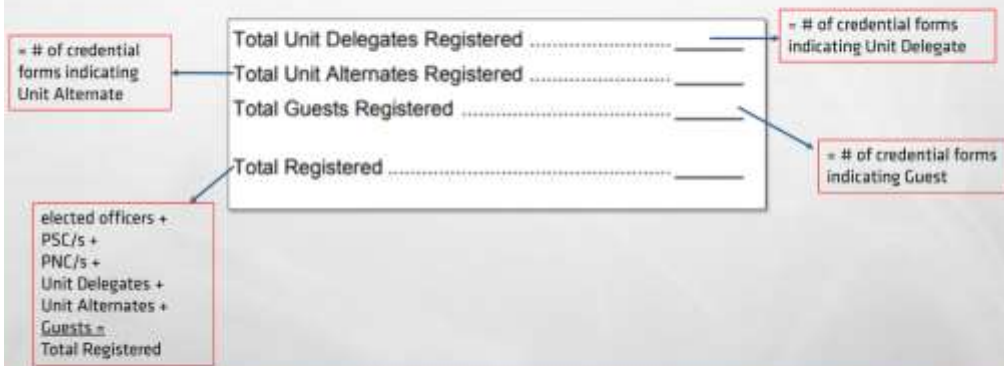
For instance: As of 12:00 p.m. on Friday, September 28, 2019.

The Credential Committee Report:



NOTE: For a more efficient process, develop and implement a system to sort credentials by registration status to properly record units represented and number of unit delegates.

The Credential Committee Report:



The Credential Committee Report:

VOTING STRENGTH IS AS FOLLOWS:

Total Registered Unit Voting Strength * **109**

Unit #	Unit Name	Number of Life Members	Total Votes
1	Whicita	107	12
2	Yellowstone	266	28
3	Queen City	22	3
4	Horristown	186	20
5	Watertown	126	14
6	Jackson County	306	32
TOTAL VOTE COUNT			109

To Calculate Unit Voting Strength:

Using the vote report prepared by the State Adjutant for convention, add up the total votes for each unit having at least one registered delegate.

In this example, the following six units have registered at least one delegate, therefore, the total unit voting strength will be **109**.

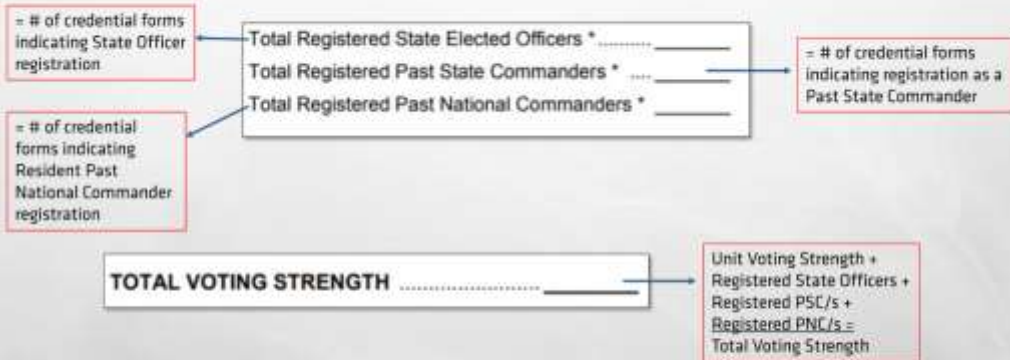
The Credential Committee Report:

If the State Adjutant has not prepared a vote report, it will be up to the credential committee to determine the voting strength. You will need:

- Most recent population summary (to determine the number of life members in the unit)
- Credentials turned in to the registration desk (to determine what units have registered at least one delegate)
- Voting strength guideline

1-15 members → 2 votes	106-115 members → 12 votes	206-215 members → 22 votes
16-25 members → 3 votes	116-125 members → 13 votes	216-225 members → 23 votes
26-35 members → 4 votes	126-135 members → 14 votes	226-235 members → 24 votes
36-45 members → 5 votes	136-145 members → 15 votes	236-245 members → 25 votes
46-55 members → 6 votes	146-155 members → 16 votes	246-255 members → 26 votes
56-65 members → 7 votes	156-165 members → 17 votes	256-265 members → 27 votes
66-75 members → 8 votes	166-175 members → 18 votes	266-275 members → 28 votes
76-85 members → 9 votes	176-185 members → 19 votes	276-285 members → 29 votes
86-95 members → 10 votes	186-195 members → 20 votes	286-295 members → 30 votes
96-105 members → 11 votes	196-205 members → 21 votes	296-305 members → 31 votes

The Credential Committee Report:



The Final Report!

CREDENTIAL COMMITTEE REPORT	
CONVENTION YEAR:	2019
CHAIRMAN:	George Washington
Date:	July 1, 2019, at 9:00 a.m.
Total Elected Officers Registered *	5
Total Past State Commanders Registered *	5
Total Past National Commanders Registered *	2
Total Units Registered	6
Total Unit Delegates Registered	99
Total Unit Alternates Registered	4
Total Guests Registered	7
Total Registered	122
VOTING STRENGTH IS AS FOLLOWS:	
Total Registered Unit Voting Strength *	109
Total Registered State Elected Officers *	5
Total Registered Past State Commanders *	5
Total Registered Past National Commanders *	2
TOTAL VOTING STRENGTH	121
* (Add total unit strength + any registered elected officers + any registered past state commanders + any registered past national commanders = Total voting strength.)	



Before a State Convention the State Adjutant will:

- Mail out convention information to each unit – location, registration cost, room cost, events, etc. The more information the better.
- Include credential forms – delegate, alternate, PSC, PNC, State Officer, guest.
 - ❑ It is helpful to include only the amount of delegate and alternate credentials allowed by unit based on the allowable amount in the bylaws (Article II, Section 3).
 - ❑ To help with the registration process and credential report, consider making each credential form a different color.
 - ❑ A member attending convention who holds dual positions has the right to select how they'd like to register. Just because they are a PNC or PSC (for example) does not mean they have to register as one.
- Create packets or folders to pass out to all attendees. This will include:
 - ❑ Proposed amendments to the State Standing Rules
 - ❑ Supplement to the State Standing Rules
 - ❑ Proposed Budget
 - ❑ Convention Rules
 - ❑ Vote Report
 - ❑ Chairmen Year-End reports (if not printed elsewhere)
- Create a podium book for line officers and the national representative. This will keep the state commander on schedule and avoid any confusion during meetings.

Before a State Convention the State Adjutant will:

- Begin the preparation for registration. For instance, it may be helpful to set up an Excel document that lists the attendees first and last name, unit number, how they are registering, the amount paid for registration, and how they paid (cash, check, money order, etc.).
- Determine the voting strength in the event of roll call votes. The voting strength is determined as follows:

1-15 members → 2 votes	106-115 members → 12 votes	206-215 members → 22 votes
16-25 members → 3 votes	116-125 members → 13 votes	216-225 members → 23 votes
26-35 members → 4 votes	126-135 members → 14 votes	226-235 members → 24 votes
36-45 members → 5 votes	136-145 members → 15 votes	236-245 members → 25 votes
46-55 members → 6 votes	146-155 members → 16 votes	246-255 members → 26 votes
56-65 members → 7 votes	156-165 members → 17 votes	256-265 members → 27 votes
66-75 members → 8 votes	166-175 members → 18 votes	266-275 members → 28 votes
76-85 members → 9 votes	176-185 members → 19 votes	276-285 members → 29 votes
86-95 members → 10 votes	186-195 members → 20 votes	286-295 members → 30 votes
96-105 members → 11 votes	196-205 members → 21 votes	296-305 members → 31 votes

Units get one delegate for each ten paid life members or major fraction thereof, plus one for the charter

Before a State Convention the State Adjutant will:

- Send copies of the annual report forms to the respective national chairmen and NEC.
- Separate annual reports by category for easier distribution and judging. The categories are as follows:

10-50 members	51-100 members	101-200 members	201 members and over
---------------	----------------	-----------------	----------------------
- Special Americanism categories are as follows:

1-200 members	201 members and over
---------------	----------------------
- For junior activities, the junior member categories are as follows:

1-25 members	26-50 members	51-100 members	101 members and over
--------------	---------------	----------------	----------------------
- Make sure you have the most recent officer reports for each unit to determine the correct SEC and Alternate SEC for the current year and for the next year (you'll need this for the Post-SEC meeting).
- Prepare folders or packets for the nominating committee. Include a copy of each state officer resume (if used), as well as any other pertinent information, including questions for candidates and guidelines.
- Prepare ample copies of the credential committee report.

Sample of a Credential Committee Report:

Remember:
The committee is responsible for picking up the credentials from the registration area and determining the information!

CREDENTIAL COMMITTEE REPORT	
CONVENTION YEAR:	_____
CHAIRMAN:	_____
Date:	_____
Total Elected Officers Registered *	_____
Total Past State Commanders Registered *	_____
Total Past National Commanders Registered *	_____
Total Units Registered	_____
Total Unit Delegates Registered	_____
Total Unit Alternates Registered	_____
Total Guests Registered	_____
Total Registered	_____
VOTING STRENGTH IS AS FOLLOWS:	
Total Registered Unit Voting Strength *	_____
Total Registered State Elected Officers *	_____
Total Registered Past State Commanders *	_____
Total Registered Past National Commanders *	_____
TOTAL VOTING STRENGTH	_____
* (Add total unit strength + any registered elected officers + any registered past state commanders + any registered past national commanders = Total voting strength.)	

Sample of a Vote Report:

Unit #	Unit Name	Number of Life Members	Total Votes
1	Wichita	107	12
2	Yellowstone	266	28
3	Queen City	22	3
4	Norristown	186	20
5	Watertown	126	14
6	Jackson County	306	32
TOTAL VOTE COUNT			109

Sample of a Convention Credential:

Delegate Credentials	
Annual State Convention	
DISABLED AMERICAN VETERANS AUXILIARY DEPARTMENT OF _____	
Hotel Name - Location - Dates	
Name _____	Unit No. _____
Address _____	City _____ State _____ Zip _____
Signed _____	Signed _____
(UNIT COMMANDER) (UNIT ADJUTANT) THESE CREDENTIALS MUST BE PRESENTED AT THE TIME OF REGISTRATION	

Remember:

- ❖ A member cannot cast a vote in the state convention in more than one representative capacity.
- ❖ A member cannot be registered as a delegate from more than one unit.
- ❖ In the absence of any delegate, their vote will be cast by a properly registered alternate of that Unit.
- ❖ Each Unit delegation will elect a Chairman who votes the total Unit strength.
- ❖ When a poll of any delegation is demanded by a delegate entitled to a vote, the Chairman will poll the delegation without discussion or debate.
- ❖ In the election of State Officers, voting is by voice vote when there is no contest; or, by roll call when there are two or more candidates nominated for any one office.
- ❖ Roll call(s) will continue until completed.
- ❖ The candidate receiving a majority of the roll call votes will be elected.

Remember:

- ❖ Procedure for a roll call:
 - ☐ 1. Units (in numerical order)
 - ☐ 2. Past State Commander(s)
 - ☐ 3. Active Resident Past National Commander(s)
 - ☐ 4. Elected State Officers
- ❖ Junior members shall not have the privilege of voting at a Unit meeting or a State Convention.
- ❖ State and National At-Large members cannot hold any appointed or elected office nor have a voice or vote at State or National meetings and/or State and National conventions.
- ❖ Chartered Units must be in good standing with the State Department for their Delegates to vote at State Convention.
- ❖ Convention Rules shall govern the procedure of a State Convention. Such rules will be adopted or may be amended at the first business session by a majority vote of the convention delegates.

Call to Convention:

State Adjutant must give the call to convention at the opening of the first business session. It reads:

The Standard State Department Bylaws of the Disabled American Veterans Auxiliary states that the governing power of this State Department shall be the Annual State Convention, composed of the elected state officers, the state's Past State Commanders, any active resident Past National Commander, and the elected delegates representing chartered units within the state.

In accordance with these directives, I _____ State Adjutant's Name _____, State Auxiliary Adjutant, declare this # conv. State Convention of the Disabled American Veterans Auxiliary, State Department of _____ State Name _____ be convened at _____ Convention Location _____.

Consideration and disposition of business brought before this convention shall be in accordance with the National and Standard State Department Bylaws, the State Department of _____ State Name _____ State Standing Rules, as most recently amended, and the Rules to Govern the Convention.

To all present, take due notice thereof and govern yourselves accordingly.

Auxiliary Opening Session:

The State Adjutant will:

1. Call Convention to order
2. Direct Conductor and Assistant to escort:
 - State Commander
 - State Officers (elected and appointed)
 - Past State/National Commanders
 - National Representative
 - Flag and Banner Bearers present colors
 - Flag and Banner Bearers post the colors
3. State Chaplain gives opening prayer
4. Requests Americanism Chairman to lead the Pledge of Allegiance
5. Special patriotic music (optional)
6. Introduce State Commander with appropriate remarks
7. State Commander opens convention for business

Business to Complete During the Convention:

- ∞ Credentials report (given at the beginning of each business session)
- ∞ Adoption of Rules to govern the convention
- ∞ Adoption of current year Supplement to State Bylaws as printed
- ∞ Presentation (if any) of amendments to the State Standing Rules
 - Adoption or defeated noted on each amendment or
- ∞ State Treasurer's report
- ∞ Presentation and adoption of a balanced state budget
- ∞ State Commander's report
- ∞ Reports of State Officers, Chairmen, etc.
- ∞ Program Activity awards
- ∞ National Representative's presentation and/or workshop
- ∞ Nominating Committee Report
- ∞ Election of the nominating committee - if not elected at the Pre-Convention SEC meeting (refer to SSR's)
- ∞ Election/Installation of State Officers
- ∞ Election of Finance Committee - may be done at Post-Convention SEC meeting (refer to SSR's)
- ∞ Election of state delegate and alternate to National Convention
- ∞ Unfinished business, new business, remarks for the good of the order

State Executive Committee Meeting:

Order of Business

1. Call to order by State Commander or highest ranking officer
2. Opening prayer
3. Pledge of Allegiance
4. Installation of SEC and/or Alternate (if needed)
5. Roll Call of the State Executive Committee
 - Officers with a vote, including the Immediate Past State Commander
 - Active, resident Past National Commander/s
 - Executive Committee member and Alternate from each unit
 - Officers with no vote (Adjutant, Assistant Adjutant, JA, Chaplain unless they are the elected SEC from their unit)

In order to continue, a quorum must be present. A quorum is one-third (1/3) of all eligible voting members. To be considered an eligible voting member you have to have been installed by a proper installing officer.

State Executive Committee Meeting:

Order of Business continued:

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
8. Communications and any needed action
9. Unfinished business
10. New business
11. Announcements
12. Closing prayer
13. Adjournment

Post-Convention Wrap-Up:

- ✓ Even if you haven't been appointed to serve as State Adjutant for the next year, you're still responsible for post-convention wrap-up.
- ✓ Within ten (10) days after the convention the following items must be sent to national headquarters:
 - Adopted state budget
 - Adopted state convention rules
 - Two (2) copies of the adopted amendments
 - Two (2) copies of the adopted supplement to state bylaws
 - Winning reports for each judging category
 - Yellow form listing the elected state delegate and alternate to national convention

Once you've finished all of these steps, the last thing to do is pass on **all of the property in your possession** to the newly appointed State Adjutant (if applicable).

VAVS by Melissa Pierce, National Chairman

Volunteerism – the act or practice of doing volunteer work in the community. It is the practice of providing time and skills for the benefit of other people and causes rather than for financial benefit.

Volunteerism is an important aspect in our communities. It helps to bring us together as we work towards a common goal. It helps businesses and organizations.

Volunteering is a free way to feel good about yourself. You also have the opportunity to share that positivity with others – others you are volunteering with, potential new volunteers, and the Veterans and families you are serving.

Volunteering keeps you active and helps to reduce stress – and I don't know about you all, but I need my stress reduced frequently!

HOW YOU CAN GET INVOLVED

Some of the many volunteer opportunities include:

Van drivers
Shuttle drivers
Information desk volunteers
Patient Reminder Caller
Discharge Patient Survey Caller
Patient Escorts
Volunteer Office Assistants
Magazine/ Book Cart
Mail Room Assistant
Hospice volunteer

Some of the many needs list items may include:

New clothing such as: Sweatpants, T-shirts, Sweatshirts, Underwear, Coats
Bus passes
Prepaid phone cards
Prepaid phones
Puzzle books
Blankets
Coffee
Grocery Store gift cards
Gas Station gift cards
General gift cards (Wal Mart, Target, Walgreens)
Hygiene items such as: Lotion, Deodorant, Body wash, Shampoo, Combs, Shaving Cream
Special event needs such as cakes, ice cream, plates
Baby items for the Annual Baby Showers
Monetary donations for recreational activities
To find out more specifics regarding your local VA – contact Voluntary service or visit the website volunteer.va.gov and click the Directory of Local VAVS Offices on the left side of the page

According to the VA – “Volunteers are a priceless asset to the Nation’s Veterans and to the Department of Veterans Affairs.” Volunteers have donated over 12 million volunteer hours saving the VA more than \$232 million annually. They have contribute more than \$77 million in donations and gifts annually.

Below are some Dates you could consider when planning special events for your local VA:

January

[New Years Day](#) (January 1st)

February

[Super Bowl Party](#)

[National Salute to Veterans Week](#) (the week of February 14th)

[National Creative Arts Festival](#) (local competitions held in January and February)

March

[St. Patrick’s Day](#) (March 17th)

[National Vietnam War Veterans Day](#) (March 29th)

April

[Easter](#)

[National Disabled Veterans Winter Sports Clinic](#)

May

[Mother’s Day](#) (Second Sunday of May)

[Armed Forces Day](#) (Third Saturday in May or the fourth if the month begins on a Sunday)

[Memorial Day](#) (Last Monday in May)

[VA2K Walk & Roll](#)

June

[Student Volunteer Program](#)

[Army’s Birthday](#) (June 14th)

[Flag Day](#) (June 14th)

[Father’s Day](#) (Third Sunday of June)

[United Nations Public Service Day](#) (June 23rd)

July

[Independence Day](#) (July 4th)

[Veterans Affairs Birthday](#) (July 21st)

[National Korean War Veterans Armistice Day](#) (July 27th)

[National Veterans Wheelchair Games](#)

August

National Veterans Golden Age Games

Coast Guard's Birthday (August 4th)

Purple Heart Day (August 7th)

September

Labor Day (First Monday in September)

National Disabled Veterans Tee Tournament

National Veterans Summer Sports Clinic

International Day of Charity (September 5th)

World Suicide Prevention Day (September 10th)

Patriot Day | National Day of Service and Remembrance (September 11th)

Air Force's Birthday (September 18th)

National POW/MIA Recognition Day (Third Friday in September)

October

Navy's Birthday (October 3rd)

World Food Day (October 16th)

National Veterans Creative Arts Festival

November

Marine Corps Birthday (November 10th)

Veterans Day (November 11th)

Thanksgiving Day (Fourth Thursday of November)

December

Pearl Harbor Remembrance Day (December 7th)

National Guard's Birthday (December 13th)

Christmas Day (December 25th)

V is for the Veterans we strive to serve each day. Whether volunteering at our VA's daily, weekly, monthly or occasionally, service to our Veterans is our main priority.

O is for the many opportunities available to us as volunteers. We can be drivers, host BINGO games and holiday parties, be red coat ambassadors, make donations and so much more.

L is for listening and learning. As volunteers we are able to listen to our Veterans and learn their stories first hand.

U is for unity. As our new National Commander said, we need to work in unity – with our Units, our Chapters, our State Departments and VA staff to help our Veterans.

N is for needs. There are many which our Auxiliaries help to fulfill. From clothing, toiletries, or coffee to game books, gift cards and baby shower items, the VA needs lists are varied and often long.

T is for thanks. We show and give our thanks every day we volunteer. We thank the men and women who have sacrificed so much for the rights and freedoms we enjoy each day.

E is for encouragement. As volunteers we can offer encouragement, a smile or a kind word to the Veterans and their families we encounter.

E is also for effort. If everyone was to make some effort, whether small or large, there is no telling what we could accomplish.

R is for rewarding. Volunteering is rewarding for our Veterans, but also for ourselves. When we volunteer, we feel better, live longer, are more social and inspire others. What will your reward be?

I is for impact. While sometimes the things we do may seem small to us, to others they are great! We don't always realize the impact we have made on the lives of others.

S is for service. Our Veterans have served and now is our chance to serve them. Think deep, brainstorm with your members, on how you can best serve.

M is for mission. The DAV Auxiliary mission is to help Veterans and their families. I challenge each and every one of you to strive for that each and every day and make a difference in the lives of our Veterans.

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: April 13, 2018

PLEASE PRINT OR TYPE

NAME OF UNIT _____ UNIT NUMBER _____
CITY _____ STATE _____

TOTAL NUMBER OF SENIOR MEMBERS 74
LOCATION OF DVA MEDICAL CENTERS _____
LOCATION OF DVA SATELLITE CLINICS _____

1. Senior members working as:	NUMBER	HOURS
Regularly scheduled (R/S) volunteers (Senior members)	<u>30</u>	<u>3,940</u>
Sponsored volunteers (non-members)	<u>2</u>	<u>5</u>
Occasional volunteers (non R/S)	<u>1</u>	<u>1</u>
TOTAL	<u>33</u>	<u>3,946</u>

Number of NEW VA volunteers that were recruited this year 5

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.	
Annual Thanksgiving Dinner (Veterans and family (hospice floor))	\$ <u>150.00</u>
Salute to Hospitalized Veterans gifts	\$ <u>35.00</u>
Veteran waiting area coffee service	\$ <u>180.00</u>
Total....	\$ <u>365.00</u>

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).	
Zablocki VA Medical Center	\$ <u>200.00</u>
Union Grove Veterans Home	\$ <u>100.00</u>
DAV Transportation	\$ <u>75.00</u>
Total....	\$ <u>375.00</u>

TOTAL VALUE OF 2 and 3..... \$ 740.00

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

4. Was a Special Fundraiser held to benefit VAVS? Yes _____ No X
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



DISABLED AMERICAN VETERANS AUXILIARY

ANNUAL FINANCIAL REPORT



UNIT

NAME & NUMBER

STATE DEPT. OF

LOCATED AT

CITY & STATE

ACCOUNTING
PERIOD

FROM

TO

BEGINNING BALANCE (Line 26 of Previous Year's Report)

This Year's Gross Income/Receipts:

1. DUES (Per Capita from National Headquarters)

2. FORGET-ME-NOT DRIVES

3. BINGO GROSS RECEIPTS

4. THRIFT STORE GROSS RECEIPTS

5. KITCHEN OPERATIONS GROSS RECEIPTS

6. INTEREST & DIVIDEND INCOME FROM CHECKING, SAVINGS, CD's

7. NATIONAL FUNDRAISING (Department Use Only)

8. OTHER INCOME (Attach Required Schedule)

(Example: Donations, refunds, money received from Chapter)

9. TOTAL INCOME (Sum of Lines 1 through 8) (Do not include beginning balance amount)

\$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)

11. CONVENTIONS/CONFERENCE/SEMINARS

(Attach Required Schedule listing event and amount by attendee)

12. POSTAGE AND OFFICE SUPPLIES

13. SERVICE/CHARITABLE DONATIONS (Attach Required Schedule)

14. FORGET-ME-NOT EXPENSES

15. BINGO EXPENSES (Attach Required Schedule)

16. THRIFT STORE EXPENSES (Attach Required Schedule)

17. KITCHEN OPERATION EXPENSES (Attach Required Schedule)

18. STATE MANDATE

19. OTHER EXPENSES (Attach Required Schedule)

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/dispensed 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 may receive up to one (1) per capita dues distribution that is 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 the amount of the distribution 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. **NOTE: Any individual receiving more than \$599 in a fiscal year where receipts are not required must receive a 1099-MISC so it can be reported on the individual's taxes.**

Line 11. Conventions/Conferences/Seminars: Report total amount of expenses for National and State Conventions, conferences, schools of instruction, seminars, district meetings, etc. **Attach required schedule** listing the specific event and the total amount expensed/disbursed for **each attendee**. Must be itemized. 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. **NOTE: Any individual receiving more than \$599 in a fiscal year where receipts are not required must receive a 1099-MISC so it can be reported on the individual's taxes.**

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. **NOTE: Any individual receiving more than \$599 in a fiscal year where receipts are not required must receive a 1099-MISC so it can be reported on the individual's taxes.**

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. **NOTE: Any individual receiving more than \$599 in a fiscal year where receipts are not required must receive a 1099-MISC so it can be reported on the individual's taxes.**

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/disbursed** 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 (state-level only), 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 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 (state-level only), 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 including the bank statement for the period ending closest to June 30, as indicated at the bottom of each copy of the Annual Financial Report form.



AUXILIARY UNIT BUSINESS MEETING

National Fall Conference

The Basics:

- ✓ Hold at least four (4) regular business meetings per year at a time and place set by vote of the unit.
- ✓ Four (4) Senior members constitutes a quorum. One member present must be the Unit Commander or a Unit Vice Commander. **No quorum?** Take advantage of your time to brainstorm and share ideas about DAVA's mission.
- ✓ Regular business meetings must be conducted in accordance with the Ritual except where it is necessary to dispense with in order to expedite business.
- ✓ It is the duty of all Officers to attend each meeting of the Unit. In case of the inability of any Officer to attend a meeting, notice should be given to the Commander, and an arrangement made for all pertinent books and papers in the possession of said Officer to be made available for to the meeting.
- ✓ If a Chair Officer is absent, the presiding Officer can designate a member to fill the chair.

Opening Ceremony of a Regular Business Meeting:

Reference: National Constitution and Bylaws

- ∞ Meeting called to order by the Unit Commander or highest ranking officer
- ∞ The chaplain invokes the blessing
- ∞ The Patriotic Instructor or designee will lead the "Pledge of Allegiance"
- ∞ The Senior Vice Commander gives the purpose of the DAV Auxiliary
- ∞ The Junior Vice Commander gives the eligibility for membership in DAV Auxiliary
- ∞ The Commander announces the meeting open for any business
- ∞ The Adjutant will call the roll of officers

Order of Business:

Reference: National Constitution and Bylaws

1. Vote on Transfer members
2. Introduction of Visitors
3. Introduction of new members. Initiation ceremony, if applicable, may follow.
4. Reading of Minutes
5. Treasurer's Report of Receipts and Disbursements
6. Reading of Bills and Communications
7. Sickness and Distress
8. Report of Committees
9. Unfinished Business – Address topics of discussion from a previous meeting that were unresolved or required more research.
10. New Business – Introduction of new discussion topics to come before the body such as projects, expenditure approval, etc. Remember, without unit body approval, no projects or expenditures can be approved.
11. Money March
12. Remarks for the good of the Organization
13. Closing Ceremony

Closing Ceremony:

Reference: National Constitution and Bylaws

- ∞ The Commander announces that the business has been completed
- ∞ The Commander requests members to face the east in devoted memory of departed Comrades
- ∞ The Commander requests members to face the flag and hand salute
- ∞ The Commander requests members to face the Altar
- ∞ The chaplain gives the closing prayer
- ∞ Meeting is adjourned – Commander announces the date of the next meeting

Always:

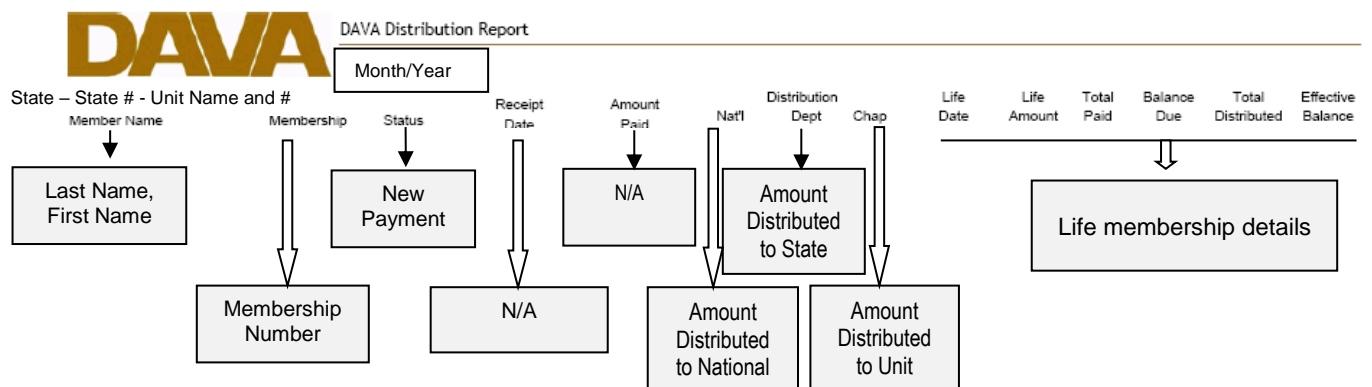
- ∞ Be respectful of the Chair and all in attendance.
- ∞ Keep personal disagreements or conflicts out of the business meeting.
- ∞ Welcome and include new members.
- ∞ Have an open mind to new ideas or projects of benefit to veterans and their families.
- ∞ Encourage youth membership and activities to instill patriotism and develop leadership qualities.
- ∞ Remember the mission of our organization.



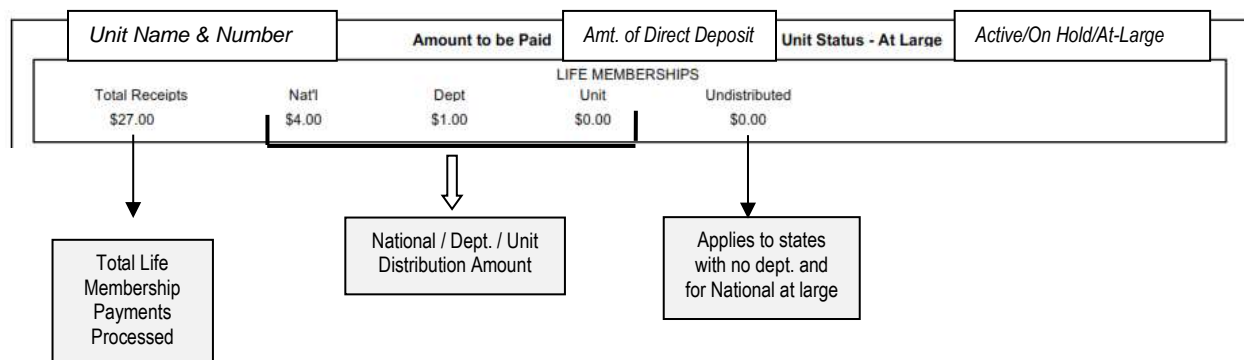
Distribution Report –

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

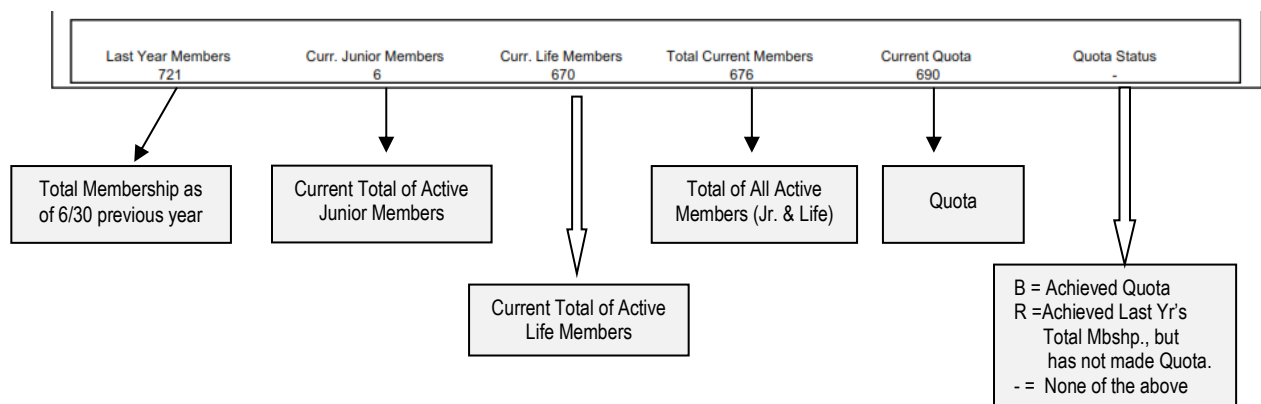
Top Portion Explained -



Lower Section Explained -



Bottom Section Explained –



Membership Listing –



Membership List By DAV-Dept-Chapt

STATE – Unit #

Ordered by Member Name

Membership #	Member Name	Address	City	St	Zip	Home Phone	Bal	Status
<div>Membership Number</div>	<div>Last Name, First Name, MI</div>	<div>Address / Phone Information</div>				<div>Amount Owed on Life Membership</div>		
<div>* Membership Type: F – Full Paid Life Member P – Part-Life Member J – Junior Member</div>						<div>Active Inactive/Unable to Distribute Canceled**</div>		

**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

Date Range: mo/day/yr through mo/day/yr

STATE - # - Unit Name & #

Member Name	Membership	Status	Activity Date	Activity
Last Name, First Name	Membership Number		Date information entered into system	<ul style="list-style-type: none">Address Change Information:<ul style="list-style-type: none">Claimed = valid addressUnclaimed = invalid addressNew Membership Information (life, part-life, junior)Payment Amount and Method (check, credit card, etc.)
<ul style="list-style-type: none">NewTransfer InDeceasedReassigned (usually from National at Large)Convert to Life Due to Age 80PaymentTransfer OutAddress Change				

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 Auxiliary Programs 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 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 must submit a check to pay the amount owed. The balance must be paid prior to state and national convention in order to keep your unit in good standing.

Example

Dept. #	Unit #	Description	Details	Total
State #	Unit #	Balance Carried Forward <i>(See #1)</i>	\$26.00	
		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 box will be \$0.00.
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.

Understanding Transfers



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 _____ (Please Print) Member Code _____

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 _____

If a member is transferring from another unit or state at-large, a unit must vote on it as a part of the regular business meeting agenda. The unit will then indicate if the transfer was accepted or rejected, have it signed by a **unit** officer, and send the completed form to national headquarters for processing.

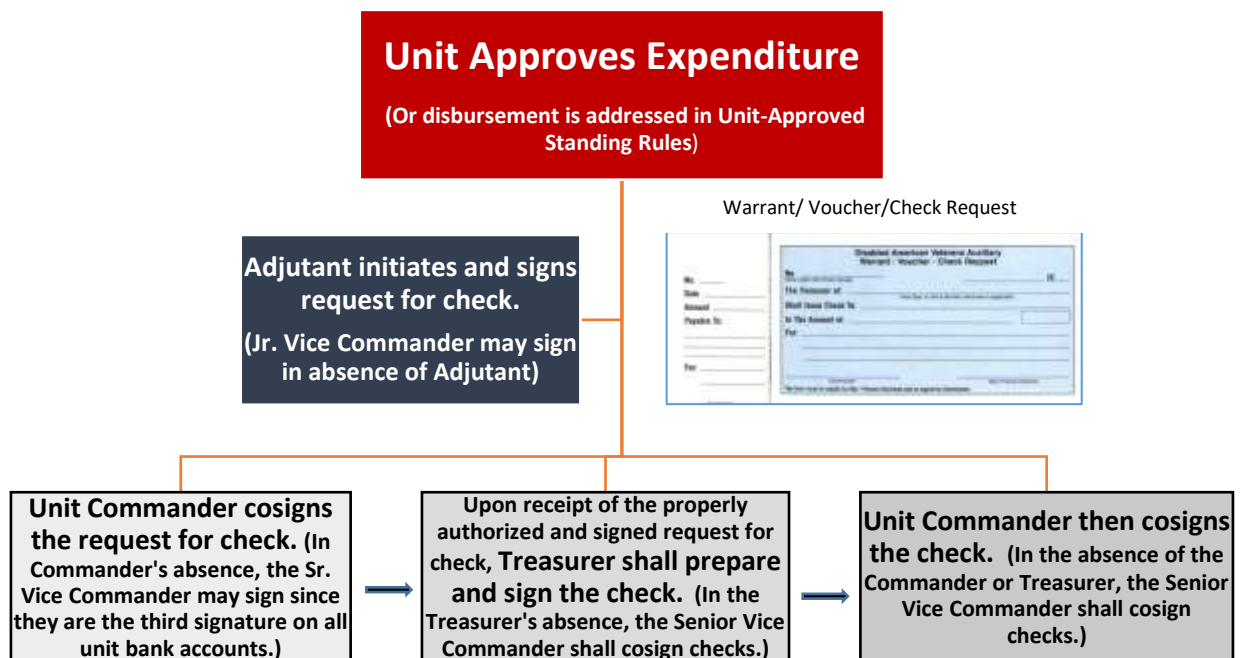
If a member is transferring from national at-large to a unit, the incoming unit is not required to vote as the transfer is automatically accepted. The unit should submit the form immediately to national headquarters for processing.

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

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.



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 Advantages

→ 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 Programs of DAV Auxiliary.

Resources

- | | |
|--|---------------------------------|
| → Membership Application | → Membership Summary |
| → Find a unit | → Label Request Information |
| → Membership System access | → Fund Raising Guidelines |
| → Minutes/Treasurers Reports | → Auxiliary items for sale |
| → Officer Roster – National Officers,
NEC's & Alternates, State | → Annual report forms |
| Commanders, State Adjutants, and | → Auxiliary Forms Page |
| National Appointees. | → Mobile Membership Application |

Publications

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

The Headquarters News/Events Tab includes the following:



Headquarters News

- PDF download of the monthly Headquarters News

Events

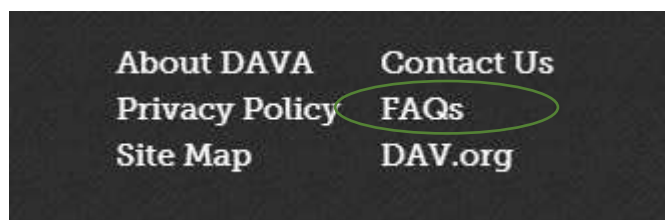
- Information on the annual National Convention, including dates, tentative agenda, hotel, travel information, and much more.
- Information on the annual National Fall Conference, including dates, hotel information, and the official announcement on the event.



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, etc.

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. DAV Auxiliary Education Program for students meeting the eligibility criteria of up to \$1,500. The organization is redeveloping a Service Program to expand services to disabled veteran families. 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. The Caregiver Initiative Program, launched in 2018, focuses on veteran caregivers respite care and advocacy.

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 complimentary junior membership 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 #8), where staff can provide additional contact information for representatives in your state.

Q. How can I sign up?

- A. Sign up [online](#)! 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 adult members and full-paid life junior members within four to six 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 advantages 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 8.

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 four to six 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, or phone calls. If your unit sends out one newsletter per 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 since the newly elected treasurer would not be added as 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 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 are the authorized signers on unit bank account(s)?

- 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). **Do not sign blank checks.**

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. **Do not sign blank checks.**

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 immediately 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 \$600) 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) 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 is published on the website and social media monthly. It is the Adjutant's responsibility to see that **all** communications are brought to the unit meetings and made available to 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 Headquarters News to be 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 on the DAV Auxiliary 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 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 has an Education Scholarship. 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 #8) 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. Please limit requests to 250.

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. If the unit or state department is unable to file they should contact national headquarters and a staff member will assist with the process.

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)
- Answers to the following questions:
 - Are your gross receipts still normally \$50,000 or less? (Yes)
 - Has your organization terminated or gone out of business? (No)

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 subordinate of the national 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.

Completing a 990-N e-Postcard

The website for completing the 990-N e-Postcard is <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>. When there, 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 **may not** 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 IRS. As a user you can include a secondary email address if desired.
3. You are required to then enter a unique phrase. 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 and add and remove EINs from your 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. Click "Add EIN."
3. If you file more than one 990-N, continue this process until all EIN's are 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 two and three. Question 2 asks, "Are your gross receipts normally \$50,000 or less?" (Yes). Question 3 asks, "Has your organization terminated or gone out of business?" (No). 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." The system does not allow for users to enter any punctuation. Please refrain from using periods, dashes, etc. in names and mailing addresses.
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 date, and status. Always **print** this page for your records. Once you leave this page you are unable to access it again. This is not a confirmation that the IRS accepted your filing. Users must verify the filing has been accepted by going to the "Manage 990-N Submissions" page.

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, 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 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

Units and State Departments whose tax-exempt status were automatically revoked because they did not file required Form 990 series returns or notices for three consecutive years must apply for reinstatement of their tax-exempt status.

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

Units and State Departments that were eligible to file Form 990-EZ or 990-N (e-Postcard) for the three consecutive years that caused their revocation will 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.
- Form 8718, User Fee for Exempt Organization Determination Letter Request.

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, Form 8178, user fee of \$600, a copy of the unit charter and a copy of the National Constitution and Bylaws.

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.
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.

Responsibilities for the Issuance of a Unit Check

- Cosigns the Warrant/Voucher/Check Request for a unit check.
- Cosigns the check.

Practices of an effective Commander

Commanders are the unit's representative and program coordinator for the duration of their term. In addition to conducting meetings, a commander is responsible for:

- Maintaining a working relationship with the parent chapter, and state department.
- Appropriately represent the unit at DAV Auxiliary 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.
- Appoint and empower members and committees to research and recommend, plan, or perform activities and programs that are beneficial to the purpose of DAV Auxiliary. 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 National Constitution and Bylaws, Official DAV Auxiliary Ritual and shall encourage comradeship and promote harmony among the members. If given a chairmanship, 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.

Responsibilities for the Issuance of a Unit Check

- In the absence of the Unit Commander, the Senior Vice Commander may cosign the Warrant/Voucher/Check Request for a unit check.
- In the absence of the Unit Commander or Treasurer, the Senior Vice Commander may cosign the check.

JUNIOR VICE COMMANDER

Shall perform the duties set forth in the National Constitution and Bylaws and Official DAV Auxiliary 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. If the Junior Vice Commander refuses to accept the office of Senior Vice Commander, the position of Senior Vice Commander shall also be declared vacant and an election shall be held for Senior and Junior Vice Commanders.

Responsibilities for the Issuance of a Unit Check

- In the absence of the Unit Adjutant the Junior Vice Commander may sign the Warrant/Voucher/Check Request for a unit check.

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. The minutes of all Executive Board Meetings must be read at the next regular meeting of the unit for approval by the unit.

The Adjutant is responsible for notifying all auxiliary members of a meeting to hold annual 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.

Responsibilities for the Issuance of a Unit Check

- The Unit Adjutant initiates and signs the Warrant/Voucher/Check Request for a check (warrant/voucher/check request).

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 for a review prior to the installation of a newly elected Treasurer. A complete audit must be performed yearly and the annual financial report sent to the state and national organization.

Responsibilities for the Issuance of a Unit Check

- Upon receipt of the properly authorized and signed request for a check, the Unit Treasurer shall prepare and sign the check.

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.

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 _____
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Sr. Vice Commander:	Present _____	Absent _____
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Jr. Vice Commander:	Present _____	Absent _____
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Treasurer:	Present _____	Absent _____
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Chaplain:	Present _____	Absent _____
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Adjutant:	Present _____	Absent _____
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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. Candidate cannot attend the meeting? An intent to accept desired position may be provided.
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.
9. Vacancy in a position? An election will be held at the next business meeting. Refer to the Standard Local Unit Bylaws, Page U-4.



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:		
Street Address:		
City/State/Zip:		
Membership #:		
Telephone:		
Email:		
TREASURER	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.	
Name:		
Street Address:		
City/State/Zip:		
Membership #:		
Telephone:	Signed by: Unit Adjutant	
Email:	Verified by: 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 on the chapter, state, or national level.
- The adjutant must furnish necessary information and may take minutes.
- The treasurer should have all pertinent records available and be present to answer any questions the committee may have.

All audit committee members must be present at the time of audit.

Records for the Audit:

- Minutes. Minutes are imperative. Minutes show if all disbursements were legal. (*Unit level only, unless a special expenditure was voted on at an SEC meeting.*)
- Check Request or Vouchers. (*Check requests or vouchers must match amount and check number in checkbook and the bank statement.*)
- Treasurer's Ledger.
- Checkbook. (*The committee must verify, after taking off the outstanding checks [those that have not cleared the account] that the account is in agreement with the bank statement.*)
- Direct Deposit Advices from National Headquarters.

How to give an Audit Report:

An Audit report should tell when the committee met; who was present; 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 the Treasurer's report for audit.

DAV AUXILIARY SUPPLEMENT TO STATE BYLAWS

2020 – 2021

STATE DEPARTMENT OF: _____

This form must be completed in its entirety

(States do not write in this section)

Reviewed and in agreement
with State Standing Rules.

National Judge Advocate

Date: _____

Approved to Distribute

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.

1. Dates of State Convention _____ Place of State Convention _____
2. a. Were State Standing Rules amended at the State Convention? Yes ____ No ____ (If yes, Adjutant must submit standing rule amendments to national headquarters)
b. Were State Standing Rules Adopted? Yes ____ No ____
(If yes, Adjutant must submit 2 copies of Standing Rules to National Headquarters)
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, 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 2020 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 Rules 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 ten (10) 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, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award, 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)

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

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 ten (10) 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.

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

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. Installation of State Executive Committee Members and/or Alternates (if necessary).
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, email, 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.

NOMINATION FOR DAV AUXILIARY OUTSTANDING MEMBER OF THE YEAR

(All information must be neat and legible)

PURPOSE: To recognize the contributions and dedication of an outstanding DAV Auxiliary member whose efforts have enhanced the goals of the DAV Auxiliary, the parent organization, and has been active in the community since becoming a DAV Auxiliary member.

Name of Nominee		Membership #	
Nominee Street Address		Phone # ()	
City	State		Zip Code
Unit Name & Number		Years of Continuous Membership	

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 national organization's Outstanding Member of the Year Award**, a Past National Commander, or a DAV/DAV Auxiliary employee. Former DAV or DAV Auxiliary employees should not include any activities on this application performed during their employment. Any DAV Auxiliary member in good standing may sponsor an individual for this award.

Note to Sponsor: Please read the instructions thoroughly. ONLY the current official form provided by National Headquarters or downloaded from the Auxiliary website will be accepted. (Additional attachments may not exceed ten (10) pages and sections must be numbered to match the corresponding section on the official form.) In the appropriate categories, list and explain the activities and approximate period of time in which the candidate was involved or helped initiate those achievements as well as involvement with other community groups during their years of Auxiliary membership. **Do not include involvement in other veterans' organizations.**

Sponsor Information:

Name: _____ Phone: _____

Address: _____

Street

City, State, Zip 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 27, 2020

COMPLETE THIS FORM IN ITS ENTIRETY. ADDITIONAL PAGES MAY BE ATTACHED AS NEEDED.

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 initiated

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

Americanism

Community Service

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.

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 (even districts will serve in even years and odd districts will serve in odd years), participate in the Memorial Service and are required to attend all business meetings. Transportation and expenses authorized by the national finance committee will be provided. Receipts must be submitted to offset all expense money and airfare. If driving, must show round-trip mileage **and** economy class airfare since compensation will not exceed the cost of economy class airfare. Any amount not spent as a part of a travel advance is due to National Headquarters within ten (10) days along with a completed travel expense statement.
- * 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 and serve in the capacity of the NEC. 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. **NEC's or Alternates leaving the national convention prior to its conclusion must notify the National Adjutant.**
- * When **authorized** by national headquarters to attend an event as a national representative, a completed travel expense statement must be submitted to national headquarters within ten (10) days following the event. This travel expense statement should only show actual expenses incurred such as round-trip economy class air fare or round-trip mileage which cannot exceed economy class air fare, room, meals, tips, parking. Receipts must be presented for all justified expenses. No items of a personal nature 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 up to \$100 to cover additional expenses such as printing of handouts, supplies, etc.** Receipts are required.
- * 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.
- * 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 to all units within the district.
- * When attending their own state convention NEC's are attending as a unit delegate, PSC, etc., and not as 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, they would be considered a guest of that state and should act accordingly.
- * The NEC has been elected by a district to represent, to serve, and to do the best job 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 may not conduct fundraisers.

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.



Secure Your ID Day

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 to the State Commander or State Adjutant assisting with the process. These members do not have to be new members since this is a reactivation of unit that existed previously.

- 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 (Please retain in your permanent files)

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

When unit membership 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 must notify all members stating that at the next business meeting (provide date and time) this subject will be discussed, and that if they are interested in retaining the charter they should be present at that meeting. Further state that their absence would indicate their vote to disband.*
- 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. **Unit funds shall go to the auxiliary state department** when a unit disbands since it cannot be expended for any other activity, program, or to other organizations, including the parent chapter.

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 notice beforehand that the charter will be revoked due to inactivity. This gives the membership the opportunity to possibly become interested and work to save the unit charter.

*Depending on the specific circumstances involved with charter surrender, the state department leadership may decide that conditions such as cost, travel challenges, etc., would prohibit arranging a special meeting. In those instances, a ballot is to be sent to the members to determine their intentions regarding the future of the unit.



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 _____

AMERICANISM REPORT 2019-2020

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 _____ Number of 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. Describe any Americanism Programs presented and what literature was displayed or distributed.

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

5. Did your unit observe all holidays and display the American Flag when possible? Yes _____ No _____

6. Were Unit members and others encouraged to vote and to promote civic duty awareness? Yes _____ No _____

7. Did your Unit support the POW/MIA program? Yes _____ No _____

8. 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 2019-2020

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 _____

SELECT ONE: CATEGORY 10 TO 200 _____ CATEGORY 201 AND OVER _____

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, music, etc. Additional pages may be added to further describe this program.

1. Did you have a Special Americanism Program? Yes _____ No _____

*Complete a report for each Special Americanism Program completed by the Unit

Date of Program _____

Type of Program _____

Was the public invited? _____

2. Describe your program: (Please do not attach pictures or newspaper clippings)

3. Explain Media Coverage (Social Media, TV, radio, local newspaper)

4. List any dignitaries who attended:

5. Total number in attendance. _____

Submitted by:

Signature of Commander and/or Chairman

COMMUNITY SERVICE REPORT 2019-2020

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 _____ Total senior members working on Community Service _____

Please refer to the **Community Service Table of Values** on the Auxiliary website as your guideline.

Monetary donations by the Unit should be listed only in the column for Unit Checks.* All other cash donations from members should be listed in the last column. If the total amount exceeds **\$1,000**, attach itemized explanation of expenditures. Additional explanation and detail of unit activities may be attached (limit to three pages). The report of services provided by the unit members within the community must 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, errands, transportation, etc.	_____	_____	\$ _____	\$ _____	\$ _____
2. Facility Visits: Nursing homes, treatment centers, health care centers/hospitals, etc.	_____	_____	_____	_____	_____
3. Professional & Trade Services/ Payments: Medical/dental, electrician, plumber, etc.	_____	_____	\$ _____	\$ _____	\$ _____
4. General Services to Community: Organized activities, Meals on Wheels, senior citizens, youth groups, fund drives, blood bank, church work, neighborhood watch, etc.	_____	_____	\$ _____	\$ _____	\$ _____
5. Recreation & Entertainment: Excursions, parties, reading, gifts, therapeutic sewing, baking, etc.	_____	_____	\$ _____	\$ _____	\$ _____
6. Special Projects and Programs: Caregiver Initiative, LVAP, Efforts for the Deployed, Parades, Fairs, etc.	_____	_____	\$ _____	\$ _____	\$ _____
Totals:	_____	_____	\$ _____	\$ _____	\$ _____

Total of All Donations \$ _____

Submitted by: _____
Signature of Commander and/or Chairman

*Unit funds may be used for community efforts benefiting veterans and their families.

JUNIOR ACTIVITIES REPORT 2019-2020

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 2018-2019 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.

☐

Outstanding Junior Award
(Ages 7 - 10)

☐

Outstanding Junior Award
(Ages 11 - 14)

☐

Outstanding Junior Award
(Ages 15 - 17)

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

PLEASE PRINT

Candidate's Name _____ Birth Date _____

Address _____ City _____ State _____ Zip _____

Member of Unit (Name and Number) _____ State _____

Number of years as an active DAVA member _____

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

VA Medical Center	_____	Chapter/Unit Activities	_____
Hospital/Nursing Home	_____	Veterans Day	_____
Community Service	_____	School/Church	_____
Forget-Me-Not Drive	_____	Miscellaneous	_____
Americanism	_____		

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 2019-2020 only. Additional snapshots may be submitted.

Candidate's Signature _____ Parent/Guardian Signature _____

Commander and/or Chairman's Signature _____

LEGISLATIVE REPORT 2019-2020

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	# of County, City, Local	# of County, City, Local
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	# of County, City, Local	# of County, City, Local

Contacts Made on Legislation with No Bill Numbers
--

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

MAE HOLMES NATIONAL OUTSTANDING UNIT REPORT 2019-2020

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. VAVS			N/A
6. 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

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

Submitted by: _____
Signature of Unit Commander

V.A.V.S. REPORT 2019-2020

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 _____

*DVA Certified

1. Senior members working as:

	<u>NUMBER</u>	<u>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	_____	_____

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.

_____	\$	_____
_____	\$	_____
_____	\$	_____
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

