

Index

National Officers, NEC's & Chairmen	1
State Department Commanders and Adjutants	2
VA Contact Information	3
Americanism	4
Community Service	8
Commander/Adjutant/Treasurer Duties	10
Credentials	16
History	20
Legislative	21
Mae Holmes	27
Membership Program	31
Nuts and Bolts of a State Convention	37
Scholarship	43
Standing Rules	48
Treasurer	50
Unit Meetings	57
VAVS	59
2018 Bylaw Changes	64
Distribution Reports	68
Indebtedness Statement	69
Transfer Form	70
Warrant/Voucher/Check Request	71
Warrant/Voucher/Check Request Template	72
DAV Auxiliary Web Page Explanation	73
Frequently Asked Questions (FAQ)	75
990-N e-Postcard Frequently Asked Questions (FAQ)	81
990-N e-Postcard Step-by-Step Instructions	83
Reinstatement of Exempt Status	86
Unit Officer Duties	87
Unit Minutes	91
Unit Treasurer's Report	93
Unit Elections	95
Officer Report	96
Guidelines to Complete an Audit	97
Supplement to State Bylaws	98
State Convention Procedures	99
Budget Sample	100
State Officer Duties	101
SEC Meeting Procedure	105
Submitting a Resolution	107
Outstanding Member of the Year Award Form	109
NEC Duties	113
Fund Raiser Information	115
Retention of Records	117
Reactivating a Unit Charter	118
Label Request Form	119
Procedure for Disbanding a Unit	120
Direct Deposit Form	121
Report Forms	122

2018-2019 National Officers

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

2018-2019 National Executive Committee Members

NEC 1 st District	Elizabeth Eldridge
NEC 2 nd District	Helen Mazza
NEC 3 rd District	Karen Rediker
NEC 4 th District	Sarah Kashner
NEC 5 th District	Loretta J. Nosko
NEC 6 th District	Maria Torres
NEC 7 th District	Delores Roussey
NEC 8 th District	Carolyn Harris
NEC 9 th District	JoAnn Atkinson
NEC 10 th District	Regina Fortner
NEC 11 th District	Deborah Hall
NEC 12 th District	Patricia Davis
NEC 13 th District	April Roush
NEC 14 th District	Sandra Dobmeier
NEC 15 th District	Velma Steinman
NEC 16 th District	Mary Lou Caldwell
NEC 17 th District	Marilyn Hogue
NEC 18 th District	Sharon Linton
NEC 19 th District	Jenny Clark
NEC 20 th District	Charlene Parker
NEC 21 st District	Linda Oliver

2018-2019 Chairmen/Appointees

Americanism	Julie Weissman-Steinbaugh
Community Service	AnnMarie Hurley
History	Jackie Timmerman-Glass
Junior Activities	Icilda Marley
Legislative	Darlene Spence
Mae Holmes	Diane Franz
Membership	Lynn Helms Prosser
VAVS Representative	Melissa Pierce
VAVS Deputy	Victoria Salazar
Chaplain	Aura-Lee Nicodemus
Sergeant At Arms	Marilyn Hogue
Education Scholarship Fund Chairman	William Craig Johniken
Caregiver Initiative Program Chairman	Melissa Pierce
Caregiver Initiative Event Coordinator	Bunny Clos
Dispute Resolutions Committee	Sandy Dobmeier
Dispute Resolutions Committee	William Craig Johniken
Interim Constitution and Bylaws Chairman	Judy Steinhouse
Interim Constitution and Bylaws Committee	Christopher Easley
Interim Constitution and Bylaws Committee	Sylvia Heath

2018-2019 State Officers

	<u>Commander</u>	<u>Adjutant</u>
Alabama	Marilyn Edwards	Carolyn Harris
Arizona	Robin Linton	Sharon Linton
Arkansas	Linda Spurgin	Vera Hendrickson
California	Christine Castillo	Julie Weissman-Steinbaugh
Colorado	Leslie Sandoval	Susan Miller
Delaware	Mary Wischmann	Sarah Kashner
Florida	Maria Holloway	Diane Franz
Georgia	Cheyra Causey	Kimano Harris
Idaho	Sienna Stewart	Barbara J. Callier
Illinois	Bonnie Wilkins	Paula Raymond
Indiana	Lynn Swanson	Tana Penland
Iowa	Kathy Weatherly	Melissa Pierce
Kansas	Tamara Castor	Marcella Storey
Kentucky	Tawnya Kingsley	Mabelene Stevens
Louisiana	Linden Comeaux, Sr.	Kathleen Wenthe
Maine	Erin O'Brien	Joan Clark-Fournier
Maryland	Larry Snyder	Carol Simmons
Massachusetts	Janet Pratt	Elizabeth Eldridge
Michigan	John Olinger	Sandi Mudgett
Minnesota	Nancy Berndt	Maggie Dilks
Mississippi	Lee Benoit	Sandra Simpson Helms
Missouri	Sharon Keyes	Linda Gerke
Nebraska	Breanne Chandler	Rebecca Bowman
Nevada	Beverly Baker	Carolyn J. Walker
New Hampshire	Melanie Joyce	Jerilyn Maynard
New Jersey	Linda Applegate	Edna Iverson-Long
New Mexico	Teresa Barr	Victoria Salazar
New York	Theresa Grabowski	Sally Novak
North Carolina	Margaret Snelling	Shirley Hill
North Dakota	Sue Geising	Judy Steinhouse
Ohio	Darlene Hanneman	Joyce Hutchinson
Oklahoma	E. Marie Hansen	Linda Oliver
Oregon	Vickie Partridge	Jenny Clark
Pennsylvania	Diane Freeman	Laurie Stopyra
Rhode Island	Linda Folcarelli	Donna Folcarelli
South Carolina	Wanda Parker	Lynn Helms Prosser
South Dakota	Verna Messerschmidt	Diana Peterson
Tennessee	Jeanette Stinnett	Lynda Shepherd
Texas	Cherie Hansard	Darlene Spence
Utah	Beth Maughan	June Schow
Vermont	Pat Garrett	Aura-Lee Nicodemus
Virginia	Brenda Berry-Smith	Susan Love Nocht
Washington	Marion Wagner	Judith Wright
West Virginia	Terri Sizemore	Cliff McCoy
Wisconsin	Linda Gresbach	Patricia Davis
Wyoming	Nancy Coffey	Ellen Byrd
Puerto Rico	Ana Iris Pagan-Delgado	Noemi Burgos

Important Phone Numbers

Bereavement Counseling	1-202-461-6530
Civilian Health and Medical Program (CHAMPVA).....	1-800-733-8387
Education	1-888-442-4551
Federal Recovery Coordination Program	1-877-732-4456
Foreign Medical Program	1-877-345-8179
Headstones and Markers, 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.....	1-303-914-2900
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.benefits.va.gov/gbill/
Health Care Eligibility	www.va.gov/healthbenefits
Life Insurance	www.benefits.va.gov/insurance/
Memorial Certificate Program	www.cem.va.gov/pmc.asp
Mental Health	www.mentalhealth.va.gov
My Health Vet.....	www.myhealth.va.gov
National Resource Directory.....	www.nationalresourcedirectory.gov
Prosthetics.....	www.prosthetics.va.gov
Records	www.archives.gov/st-louis/military-personnel
Returning Service Members	www.oefoif.va.gov
State Departments of Veterans Affairs	www.va.gov/statedva.htm
Women Veterans.....	www.womenshealth.va.gov
VA Forms	www.va.gov/vaforms/
VA Home Page.....	www.va.gov
VA Vet Centers.....	www.vetcenter.va.gov
Veteran Employment and Training	www.dol.gov/vets/

Source: Federal Benefits for Veterans and Dependents and Survivors

When to Fly the American Flag

The flag can be displayed on all days, but in particular it should be flown on:

- **New Year's Day**, January 1
- **Inauguration Day**, January 20
- **Martin Luther King Jr.'s Birthday**, third Monday in January
- **Lincoln's Birthday**, February 12
- **Washington's Birthday**, third Monday in February
- **Easter Sunday** (variable)
- **Mother's Day**, second Sunday in May
- **Armed Forces Day**, third Saturday in May
- **Memorial Day** (half-staff until noon*), the last Monday in May
- **Flag Day**, June 14
- **Independence Day**, July 4
- **Labor Day**, first Monday in September
- **Constitution Day**, September 17
- **Columbus Day**, second Monday in October
- **Navy Day**, October 27
- **Veterans Day**, November 11
- **Thanksgiving Day**, fourth Thursday in November
- **Christmas Day**, December 25
- **Other days** as may be proclaimed by the President of the United States
- **The birthdays of States** (date of admission)
- **State holidays**

** On Memorial Day, the flag should be hung at half-staff until noon, when it should be raised to the top of the staff.*



CELEBRATING AMERICA'S FREEDOMS

Guidelines for Display of the Flag

Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the U.S. flag. While the federal code contains no penalties for misusing the flag, states have their own flag codes and may impose penalties. The language of the federal code makes clear that the flag is a living symbol.





In response to a Supreme Court decision which held that a state law prohibiting flag burning was unconstitutional, Congress enacted the Flag Protection Act in 1989. It provides that anyone who knowingly desecrates the flag may be fined and/or imprisoned for up to one year. However, this law was challenged by the Supreme Court in a 1990 decision that the Flag Protection Act violates the First Amendment free speech protections.

Important Things to Remember

Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness. The flag should not be subject to weather damage, so it should not be displayed during rain, snow and wind storms unless it is an all-weather flag.

It should be displayed often, but especially on national and state holidays and special occasions.

The flag should be displayed on or near the main building of public institutions, schools during school days, and polling places on election days. It should be hoisted briskly and lowered ceremoniously.

Image	Description
	<p>When carried in procession with other flags the U.S. flag should be either on the marching right (the flag's right) or to the front and center of the flag line. When displayed on a float in a parade, the flag should be hung from a staff or suspended so it falls free. It should not be draped over a vehicle.</p>
	<p>When displayed with another flag against a wall from crossed staffs, the U.S. flag should be on its own right (left to a person facing the wall) and its staff should be in front of the other flag's staff.</p>
	<p>In a group of flags displayed from staffs, the U.S. flag should be at the center and the highest point.</p>
	<p>When the U.S. flag is displayed other than from a staff, it should be displayed flat, or suspended so that its folds fall free. When displayed over a street, place the union so it faces north or east, depending upon the direction of the street.</p>
	<p>When the U.S. flag is displayed from as projecting from a building, the union of the flag should be placed at the peak of the unless the flag is at half-staff. When suspended from a rope extending from the building on a pole, the flag should be hoisted out, union first from the building.</p>
	<p>When flags of states, cities or organizations are flown on the same staff, the U.S. flag must be at the top (except during church services conducted at sea by Navy chaplains)</p>

The flag should never be draped or drawn back in folds. Draped red, white and blue bunting should be used for decoration, with the blue at the top and red at the bottom.

The flag may be flown at half-staff to honor a newly deceased federal or state government official by order of the president or the governor, respectively. On Memorial Day, the flag should be displayed at half-staff until noon.

Other Things Not to Do with the Flag

Out of respect for the U.S. flag, never:

- Dip it for any person or thing, even though state flags, regimental colors and other flags may be dipped as a mark of honor.
- Display it with the union down, except as a signal of distress.
- Let the flag touch anything beneath it: ground, floor, water, merchandise. Carry it horizontally, but always aloft.
- Fasten or display it in a way that will permit it to be damaged or soiled.
- Place anything on the flag, including letters, insignia, or designs of any kind. Use it for holding anything.
- Use it as wearing apparel, bedding or drapery. It should not be used on a costume or athletic uniform. However, a flag patch may be attached to the uniform of patriotic organizations, military personnel, police officers and firefighters.
- Use the flag for advertising or promotion purposes or print it on paper napkins, boxes or anything else intended for temporary use and discard.

During the hoisting or lowering of the flag or when it passes in parade or review, Americans should stand at attention facing the flag and place their right hand over the heart. Uniformed military members render the military salute. Men not in uniform should remove any headdress and hold it with their right hand at their left shoulder, the hand resting over the heart. Those who are not U.S. citizens should stand at attention.

When the flag is worn out or otherwise no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

“Only a life lived for others
is a life worthwhile.”

—Albert Einstein



“We make a living by what
we get, but we make a life
by what we give.”

—Winston Churchill

Community Service

This year we had a marriage of Service Programs:
Community Service & the (Non VA) Hospital Program.

As we hope with all marriages, our Community Service Program will become stronger by adding the (Non VA) Hospital Program. The activities of each program should be enhanced as we merge them under the one title:
Community Service.

On the next page, you will see the activities for each category which will help you when you fill out your Community Service information for the End-of-Year Reports. Keep in mind, that although you won't be sending the Community Service Report itself to National at the end of the year, you will need the information in order to complete the Mae Holmes Report which **MUST** be sent in to National.

So, **PLEASE** fill out the report. Also, your unit members and the state departments as well as National still need to know what service work is being performed.

Here are a few suggestions heard over the years during
National, State and Unit meetings.

Visit the sick and shut-ins, take them meals, help them get to the doctor, the supermarket, their church, their hairdresser, the nail salon, anything that will help them out and let them feel good about themselves and you. Volunteer or organize special projects such as art, historical themes, tutoring, visits to museums, aquariums, the American flag Code-how to fold it, whatever is of interest. Visit the veterans in the state veterans homes; go to local nursing homes, hospitals; ask the supervisors what you can bring to them. There is so much more to do; just look at the categories of service for this program.

Keep good records during the year of where, when and what you did and whom you helped, so it is easier to complete the reports. The reports ask for your Miles, Hours, Donations by Unit Checks, Value of all Other Donations, and Cash Donations from Members. Again, keep good records, so you can fill in all the information needed in the report.

Bring your young ones with you if possible; these lessons last a lifetime.

CATEGORIES OF SERVICE

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. Our goal is to bring cheer and comfort to the patients and residents.
3. PROFESSIONAL & TRADE SERVICES
Payments and/or services: 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 AND ENTERTAINMENT
Excursions, parties, reading, gifts, therapeutic sewing, baking, etc.
6. SPECIAL PROJECTS AND PROGRAMS
Caregiver Initiative, LVAP, Efforts for the Deployed, Parades, Fairs, etc.

(Keep in mind, this is Community Service. Those you assist, or those in the facilities you visit, do not need to be veterans. These programs are for the Community at Large. If those you help happen to be veterans, that is a bonus.)

Without community service, we would not have a strong quality of life. It's important to the person who serves as well as the recipient.

It's the way in which we ourselves grow and develop.

—Dr. Dorothy Height

Some Helpful Hints from the Committee Members who decided the winning units at last year's Community Service and (Non-VA) Hospital Meetings are:

For National's attention:

They requested a scoring sheet/chart for grading the activities.
They suggested more copies of grading sheets be provided for the committee members to expedite the judging process.

For the Units' attention:

They said Units should ensure that explanations are provided to clarify answers.
The Units need to specify if it is a state or private nursing home.
For this new year, you must specify which of the many types of facilities you could visit.

COMMANDER, ADJUTANT AND TREASURER DUTIES

2018 National Fall Conference
Lexington, Kentucky



Commander



What is the definition of a “Commander?”

A Commander is “one in an official position of commander or control: such as a commanding officer or the presiding officer of a society or organization.”

Merriam-Webster Dictionary 2018



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.



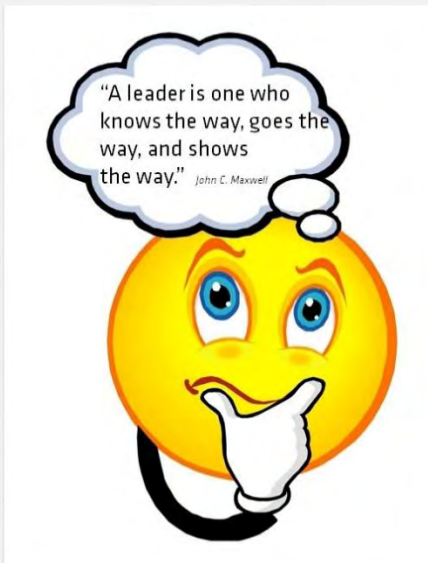
At each meeting the Commander should have available:

- 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



What is the definition of an “Adjutant?”



An Adjutant is “a staff officer in the army, air force, or marine corps who assists the commanding officer and is responsible especially for correspondence.”

Merriam-Webster Dictionary 2018

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.

KEEPS
RECORDS

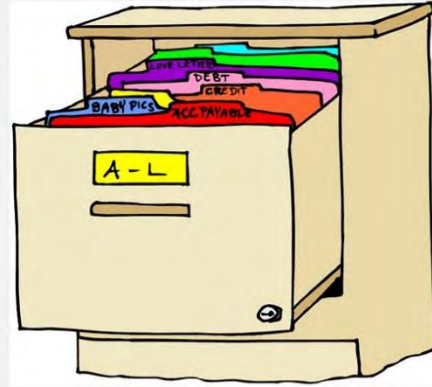
STAYS
ORGANIZED

MAKES INFO
AVAILABLE

WATCHES
DEADLINES

HELPFUL TO
ALL
MEMBERS

NOTIFIES AS
NECESSARY



Treasurer

What is the definition of a “Treasurer?”

A treasurer is “an officer entrusted with the receipt, care, and disbursement of funds: such as the executive financial officer of a club, society, or business corporation.” *Merriam-Webster Dictionary 2018*



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:

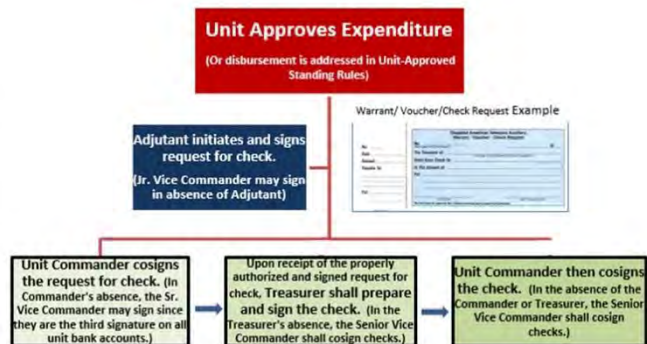
- Keep a system of accounting showing income and disbursements.
- Reconcile the account(s) monthly.
- Keep receipts and vouchers for payments made.
- Having two signers on the check.
- Prepare a report for each general meeting.
- Complete the appropriate IRS Form 990 as warranted by income.
- Complete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

**Debit and/or
Credit Cards may
not be used!**

Procedure —



UNDERSTANDING CREDENTIALS

2018 NATIONAL FALL CONFERENCE ~ LEXINGTON, KENTUCKY

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

The image shows a form titled "Delegate Credentials" for the "Annual State Convention". It includes fields for "DISABLED AMERICAN VETERANS AUXILIARY DEPARTMENT OF", "Hotel Name - Location - Dates", "Unit No.", "Address", "City", "State", and "Zip". There are also lines for "Signed" and "UNIT ADDRESS". A note at the bottom states "THESE CREDENTIALS MUST BE PRESENTED AT THE TIME OF REGISTRATION".

The image shows a registration form for the "Disabled American Veterans Auxiliary". It includes fields for "State Department of", "Mid-Winter Conference Registration Form", and "State Convention Registration Form". There are lines for "Name", "Address", "City", "State", "Zip No.", "Registered at", and "Room #". A section titled "CHECK ONLY ONE" contains checkboxes for "Delegate", "Elected State Officer", "P.N.C.", "P.S.C.", "Auxiliary Member", "State Chairman", "Guest", and "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.



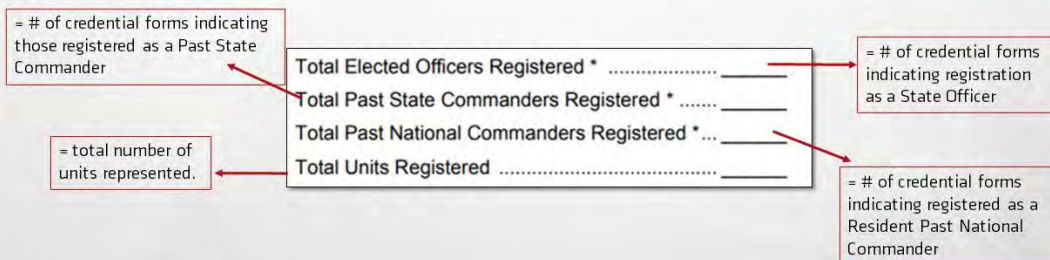
The Credential Committee Report:

CREDENTIAL COMMITTEE REPORT
CONVENTION YEAR: <u>Year of the Convention</u>
CHAIRMAN: <u>Name of the Chairman</u>
Date: <u>Date of the Report</u>

Note: Remember to announce the “as of” date and time.
For instance: As of 12:00 p.m. on Friday, September 28, 2018.



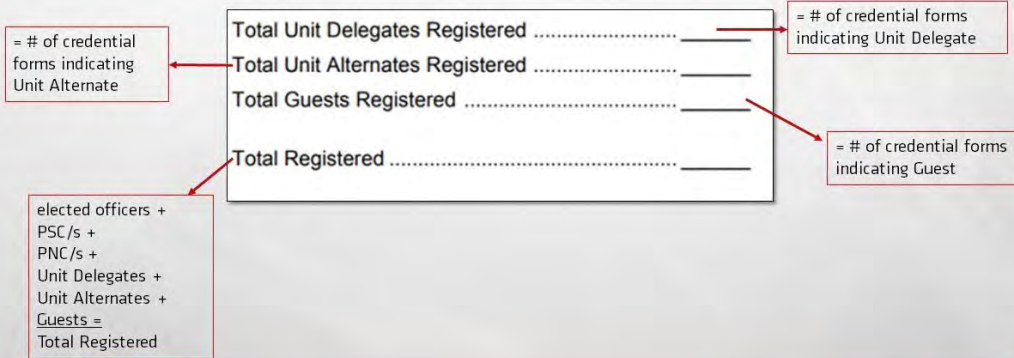
The Credential Committee Report:



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	LL Snoopy, Inc.	107	12
2	Rascal Rabbits	266	28
3	Pinocchio and Geppetto	22	3
4	Mickey Mouse House	186	20
5	Daffy Laughy Who	126	14
6	Baby Minnie Clan	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**.

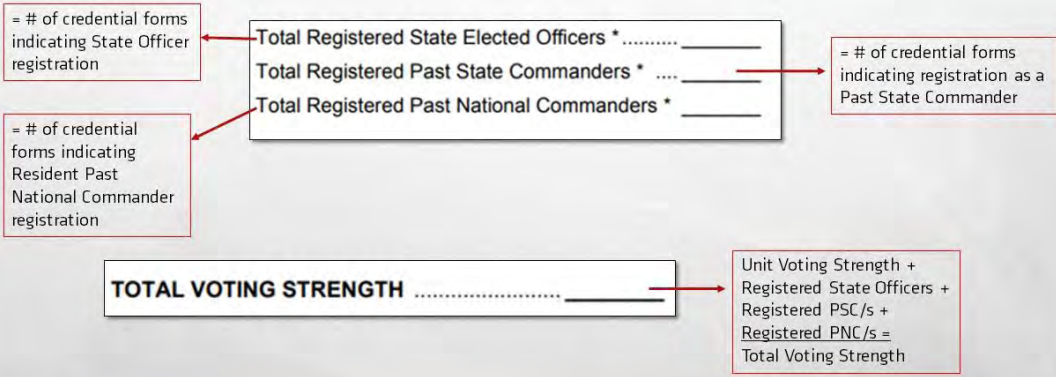
The Credential Committee Report:

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



Calling All Paparazzi!!

Please send **ALL** Photos of our
DAVA National Commander Ellen Timmerman

Mail To: Jackie Timmerman-Glass

1312 Little Rabbit Drive

Farmington, NM 87401

Email To: davacommander2018@gmail.com





LEGISLATION “STRONGER TOGETHER”

“Stronger Together” is to recognize that the strength of our organization depends on every person doing their part for the good of the whole, every day and in every way.

“Stronger Together”

Legislative by Darlene Spence, National Legislative Chairman



*Stronger Together
Leads the Way
2018 - 2019*



*“There is but one element of government
and that is THE PEOPLE”.*

John Adams



Legislation is one of the most important instruments of government in organizing society and protecting citizens. It determines amongst others the rights and responsibilities of individuals and authorities to whom the legislation applies.

Darlene Spence, Legislative Chairman

List of Engagements

- **Legislative Update: New Defense Authorization Law Includes Several Victories for Veterans**

On August 13, 2018, the president signed the 2019 National Defense Authorization Act (NDAA) into law. Although the NDAA is primarily a legislative vehicle for the Department of Defense (DoD), it contains several provisions that pertain to service disabled veterans and their families, including several that address DAV policy priorities.

- **H.R. 5693, the Long-Term Care Veterans Choice Act**

Congressman Clay Higgins introduced H.R. 5693, 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. Medical Foster Homes are a type of Community Residential Care by which veterans with serious chronic disabling conditions requiring nursing home level care and coordination of services are able to receive these services in a non-institutional setting.

- **S. 3089, DAV-Supported COLA Increase Bill**

Senator Johnny Isakson (GA), Chairman of the Senate Veterans' Affairs Committee, introduced S. 3089—the Veterans' Compensation Cost-of-Living Adjustment Act of 2018.

- **S. 2884, the Veterans Fair Debt Notice Act of 2018.**

Senator Deb Fischer (NE) introduced S. 2884, the Veterans Fair Debt Notice Act of 2018.

- **S. 2821, the Mark Takai Atomic Veterans Healthcare Parity Act**

Senator Tina Smith (MN), introduced S. 2821, the Mark Takai Atomic Veterans Healthcare Parity Act. The bill is named after the late Hawaii Congressman Mark Takai, a veteran of the U.S. Army and Hawaii Army National Guard who passed away in 2016 and was the original sponsor of the bill in the House of Representatives.

- **H.R. 5671, the Burn Pits Accountability Act.**

On May 1, 2018, Representative Tulsi Gabbard (HI) introduced H.R. 5671, the Burn Pits Accountability Act.

- **H.R. 4843, to include Military Installations in Thailand to Herbicide Exposure**

In January 2018, Representative Bruce Westerman (AR) introduced H.R. 4843, a bill that would concede herbicide exposure to all veterans who served at any military installation in Thailand during the Vietnam Era for purposes of determining their eligibility for VA benefits.

- **H.R. 4556, Opening VA Dental Care to All Veterans**

Representative Carol Shea-Porter (NH) introduced H.R. 4556, a bill that would require the VA to offer comprehensive dental care to all 9.1 million veterans enrolled in the VA health care system.

- **H.R. 5553: Loya-Sears Warrior Transition Assistance Reform Act of 2018**

On April 18, 2018, Congressman Don Bacon introduced H.R. 5553, the Loya-Sears Warrior Transition Assistance Reform Act.

- **H.R. 936, the Special Priority on Aircrafts and Coverage Equity Act of 2017**

Representative Gus Bilirakis (FL) introduced H.R. 936, a bill that would permit veterans who have service-connected, total and permanent disabilities to travel on military aircraft in the same manner and to the same extent as retired members of the armed forces are entitled to such travel.

This bill would afford priority to totally disabled veterans for transportation on scheduled and unscheduled military flights within the continental United States and on scheduled overseas flights operated by the Air Mobility Command, on a space-available basis. This measure is in accordance with DAV Resolution No. 223, which seeks the enactment of legislation to extend space-available air travel aboard military aircraft to all service-connected veterans entitled to receive compensation at the 100-percent rate.

Please use the prepared e-mail or draft your own message to request that your Representative cosponsor this important bill and ask that the measure be brought to the floor for a vote and passed as soon as possible.

Thank you for all you do for ill and injured veterans and their families.

HOW A BILL BECOMES A LAW



You can contact your legislators in a number of ways:

- **Personal visit**
- **Attend a Town Hall Meeting**
- **Write a letter**
- **Send an e-mail message**
- **Call**
- **Commanders Action Network (CAN) www.dav.org/can**

The Fighting for Equal Access to Caregiver Services and Supports Comprehensive Assistance for Family Caregivers Program



Caregivers are the family and friends that help and support severely ill and injured veterans live to their highest potential. Yet the sacrifices and needs of caregivers remain largely unrecognized and unmet. The Department of Veterans Affairs (VA) created a comprehensive support program for caregivers; however, that system is not allowed to serve veterans severely disabled before September 11, 2001.

Today, many caregivers of severely disabled veterans are aging and their ability to continue in their role is declining. Although most caregivers continue to undertake this role willingly, access to comprehensive assistance, available through VA's comprehensive support program for caregivers, would help sustain their efforts.

DAV is working for equal access to comprehensive VA caregiver support services for caregivers for all of our nation's veterans and continues to urge Congress to enact legislation to ensure this modification is passed.

New VA MISSION Act, P.L. 115-182, expands caregiver assistance to pre-9/11 veterans

On May 23, 2018, following years of debate, collaboration and finally compromise, Congress gave final approval to historic veterans legislation that would expand the eligibility for the Department of Veterans Affairs comprehensive caregiver program to veterans catastrophically injured before Sept. 11, 2001. The "John S. McCain III, Daniel K. Akaka and Samuel R. Johnson VA Maintaining Internal Systems and Strengthening Integrated Outside Networks Act of 2018,"—referred to as the "VA MISSION Act,"—extends support to thousands more deserving family caregivers that severely injured veterans rely on, but also make a number of reforms and improvements to strengthen the VA health care system and improve veterans' access to care.



NAME OF UNIT _____ UNIT NUMBER _____
CITY _____ STATE _____

This area needs the proper name of the Unit and number, plus the city and state which it is located.

Number of **Senior** Members _____

Number of **Junior** Members _____

Total number of Members _____

The correct numbers can be accessed on the davmembers.org website by the Unit Commander, Senior Vice, or Adjutant.

- 1. Membership: Did your unit have a membership drive and/or program?**
How many members were obtained? _____ Explain your membership drive and/or program.
This piece is probably the easiest to complete. Just keep track on how many members joined during the event. And share your event that other Units might find beneficial.
- 2. Americanism: Number of programs, parades, and essay contests which your Unit sponsored or participated _____ . Describe the most outstanding**
Again, this puzzle piece should be easy. And again, please share what was most outstanding.
- 3. Legislation: Total number of meetings Unit participated in discussion on Veterans' bills? _____ Total number of Federal, State and Local legislative contacts. _____**
Ok, this one is a piece that will need record keeping from the members. If your state is judging the reports, please remember the correct Bill number (i.e. S.1010) and the name or description of the bill. Don't forget to do a follow up thank you letter telling your representative you appreciate their support.
- 4. Junior Activities: Describe the activities of your junior members**
Multiple pieces are needed to place this one piece in your puzzle. These junior members deserve the recognition in the projects they participated.

	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

Pieces 5 and 6 will need to have the actual reports completed to insert the total values. If the total in either or both of the reports exceeds \$1,000.00, the REPORT ONLY must be attached to the report. The itemization(s) can be typed on the back of the VAVS and Community Service reports.

Again, these two will need the Unit and members to keep a record of what they was done during the year.

7. Explain any other **SPECIAL** projects which your unit sponsored or were participants **This is the last piece to complete. Share your many ideas the Unit did during the membership year. There may be one or two projects that another Unit may not have thought of doing that benefits our Veterans.**

Submitted by: _____
Signature of Unit Commander

Don't forget this important part of the report. This report is signed by the Commander. If, by chance, the Commander is not available when the report is completed, the next ranking officer may sign.



MAE HOLMES

Little is known of Past National Commander Mae Holmes. She served as auxiliary National Commander in 1954 — 1955. She was from the State of Michigan. During her year as Commander, she established an award to be given to the Unit with the most outstanding work in all auxiliary programs. Mae Holmes believed that an outstanding Unit was a Unit that participated in all programs of the Disabled American Veterans. She purchased a trophy that was to be given to the Unit that had the MOST OUTSTANDING WORK IN ALL PROGRAMS OF THE AUXILIARY. At the time, it was a traveling trophy in her name.

Other Past National Commanders had selected individual programs and had traveling trophies. As our organization grew, so did the need to change the present day method of awards, which did away with the traveling trophies, but kept the name of the award.

At the time, this award was the only award that requires a Unit to meet quota by April 1st of each year since she felt that membership was necessary in order to continue all programs. This was recently changed that a Unit does not have to have made quota to be judged for all the participation and effort that the members put forth during the membership year. Many Units did tremendous work, but unfortunate could not be recognized due to not making quota.

As with all report forms, complete the heading with the Unit name that is on the Charter, the city and state in which the meetings are held, and the Unit number. The correct member numbers can be accessed by the Commander, Senior Vice, or Adjutant of the Unit on the davmembers.org website or call your State Adjutant. As instructed on the header, complete the Mae Holmes Report after all other reports have been finished. The totals used on the Mae Holmes Report must agree with your other reports. Even if your unit did not make quota, as this no longer a requirement, fill out this form. It gives you a chance to show the work your unit did for the year. Be sure that the appropriate form(s) are attached—JUST THE FORM(S), NO ATTACHMENTS THAT MIGHT BE REQUIRED TO DETAIL THE VAVS OR COMMUNITY SERVICE— to the report, if the monetary value is \$1,000.00 or more. Make sure you print or copy the required number of the Mae Holmes Report (4). One is sent to the National Mae Holmes Chairman, one is sent to the District National Executive Committee (NEC), one to the State Adjutant, and finally a copy to be retained by the Unit.

(SEE SAMPLE OF A COMPLETED REPORT)

MAE HOLMES NATIONAL OUTSTANDING UNIT REPORT 2018-2019

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.

Mary Smith, State Adjutant
100 Main St.
Anytown, Your State 00001

Must be postmarked by: May 1, 2019 (Set by State)

PLEASE PRINT:

NAME OF UNIT Honorable Veterans UNIT NUMBER 232
CITY Beautiful STATE Helpful
Number of **Senior** Members 230
Number of **Junior** Members 14
Total number of Members 244

SAMPLE

1. **Membership:** Did your unit have a membership drive and/or program? Yes
How many members were obtained? 10 Explain your membership drive and/or program.

Held a Meet and Greet special meeting with refreshments.

2. **Americanism:** Number of programs, parades, and essay contests which your Unit sponsored or participated 5. Describe the most outstanding:

Most outstanding was an essay contest for local 6th graders on the subject of "What a Veteran means to our Country".

3. **Legislation:** Total number of meetings Unit participated in discussion on Veterans' bills? 10
Total number of Federal, State and Local legislative contacts. 255

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

On Veterans Day, they went to a local cemetery and placed flags on Veterans' gravesites. Teen members demonstrated how to and the meaning of flag folding and respect due to our flag to elementary students.

	Total Value (\$)	Hours	Miles
5. VAVS	5,125.00	634	N/A
6. Community Service	8,659.25	968	1,995

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

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

Supplied materials and helped build a wheelchair ramps for a Veteran's home to front and back doors. With permission and chaperones, took 5 CLC residents to lunch and a movie. Taught knitting and crochet classes to Domiciliary residents.

Submitted by: Jane Doe
Signature of Unit Commander

SAMPLE

*The Value of Being a Member of the
DAV Auxiliary!!!*

“Priceless”

*Comradeship, Loyalty, Devotion and
Service*



Americanism, Community Service, Legislation, VAUS,

Junior Activity and Mae Holmes

Service Support Fund and Educational Scholarships

“Together, We Can Get It Done”

National Commander Ellen Timmerman

National Membership Chairman: Lynn Helms Prosser



Auxiliary
Making a Difference

2018-2019 Membership Recruiter Incentives

Junior Members –

- ❖ Sign up a new junior life member
 - * Online Applications
 - * Paper Applications
 - * Submit minimum \$20 payment with application or call National Headquarters with credit card payment
- ❖ Be entered to win a \$50 cash award
- ❖ Drawings held December 31, March 31, and June 30

Unit Incentive –

- ❖ Units recruiting at least 15 new paid members by June 30, 2019, will be entered into a drawing to win one of two \$300 cash awards.
- ❖ Use the special lime green applications (or a copy) indicating campaign code 441.
- ❖ Unit receives one entry per 15 new paid members
- ❖ Remember, two winning units will receive \$300!

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

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

Recruiter Incentives –

- ❖ Three incentive periods –
 - October 1 – December 31
 - January 1 – March 31
 - April 1 – June 30
- ❖ Three drawings –
 - December, March and June
- ❖ Recruit one new paid member to be entered
- ❖ Each new paid member = one drawing entry
- ❖ Each drawing = \$300 cash each for two recruiters!
- ❖ The more you recruit = the better chance of winning!

Be a Mentor –

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



I'm Your Mentor

Name: _____



Phone: _____

Email: _____

Your membership in our organization is very important to veterans and their families.

Together we can make a difference!

Motivate, Encourage, Inspire, Guide



"Together, we can get it done!"

National Commander Ellen Timmerman

DAW Auxiliary Receipt

Date _____

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

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

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

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

I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT.

Sponsor's Signature _____

DAW Auxiliary

National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

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

Membership Application

Date _____

Membership Application in Unit No. _____ State _____

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

Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

NEW LIFE LIFE PAYMENT NEW JUNIOR NEW JUNIOR LIFE JUNIOR LIFE PAYMENT
(\$20 Down Payment) (Complimentary) (\$20 Down Payment)

AMT PAID \$ _____

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

Eligibility through _____ Relationship _____

SPONSOR'S SIGNATURE APPLICANT'S SIGNATURE

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

SEND TO AUXILIARY NATIONAL HEADQUARTERS _____ EXPIRE DATE _____ **Campaign Code 441** 420000100101

DAW Auxiliary Receipt

Date _____

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

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

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

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

I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT.

Sponsor's Signature _____

DAW Auxiliary

National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

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

Membership Application

Date _____

Membership Application in Unit No. _____ State _____

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

Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

NEW LIFE LIFE PAYMENT NEW JUNIOR NEW JUNIOR LIFE JUNIOR LIFE PAYMENT
(\$20 Down Payment) (Complimentary) (\$20 Down Payment)

AMT PAID \$ _____

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

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SPONSOR'S SIGNATURE APPLICANT'S SIGNATURE

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

SEND TO AUXILIARY NATIONAL HEADQUARTERS _____ EXPIRE DATE _____ **Campaign Code 441** 420000100101

DAW Auxiliary Receipt

Date _____

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____
Name of Member

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AGE	LIFE AMOUNT
80 or older	Free
71-79	\$140
61-70	\$180
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31-45	\$230
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Sponsor's Signature _____

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National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

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

Membership Application

Date _____

Membership Application in Unit No. _____ State _____

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

Address _____ City _____

State _____ ZIP _____ Phone (____) _____ Email _____

NEW LIFE LIFE PAYMENT NEW JUNIOR NEW JUNIOR LIFE JUNIOR LIFE PAYMENT
(\$20 Down Payment) (Complimentary) (\$20 Down Payment)

AMT PAID \$ _____

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

Eligibility through _____ Relationship _____

SPONSOR'S SIGNATURE APPLICANT'S SIGNATURE

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

SEND TO AUXILIARY NATIONAL HEADQUARTERS _____ EXPIRE DATE _____ **Campaign Code 441** 420000100101

DAV *I'm Your Mentor*

Auxiliary
Making a Difference

Name: _____

Phone: _____

Email: _____

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

Motivate, Encourage, Inspire, Guide

DAV *I'm Your Mentor*

Auxiliary
Making a Difference

Name: _____

Phone: _____

Email: _____

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DAV *I'm Your Mentor*

Auxiliary
Making a Difference

Name: _____

Phone: _____

Email: _____

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

Motivate, Encourage, Inspire, Guide

Completing a DAV Auxiliary Membership Application

Please Print Legibly!

DAV Auxiliary Receipt

Date _____ 17

Amount Paid \$ _____

Cash Check Money Order Credit Card

For _____ Name of Member _____

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

AGE	LIFE AMOUNT
80 or older	Free
71-79	\$340
61-70	\$180
46-60	\$200
31-45	\$230
Birth-30	\$250

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

I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT.

Sponsor's Signature _____

DAV Auxiliary National Headquarters 3725 Alexandria Pike Cold Spring, KY 41076 Toll Free 877-426-2838, Opt. 5 www.davauxiliary.org dava@dava.org

Membership Application in Unit No. _____ 2 State _____ 3

Ms. Mrs. Mr. Name _____ 4

MEMBERSHIP LOG NUMBER (PRINT ONLY) _____

DOB _____ 5

Address _____ 6

State _____ ZIP _____ Phone (____) _____ 7

City _____ 8

Email _____ 8

9 NEW LIFE (\$20 Down Payment) LIFE PAYMENT NEW JUNIOR (Complimentary) JUNIOR LIFE (\$20 Down Payment) JUNIOR LIFE PAYMENT

AMT PAID \$ _____ 10

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

Eligibility through _____ 11 Relationship _____ 12

13 SPONSOR'S SIGNATURE

15 APPLICANT'S SIGNATURE

14 SPONSOR'S CODE NUMBER

16 AE/VISA/MC/DISCOVER #

SEND WHITE COPY ONLY TO AUXILIARY NATIONAL HEADQUARTERS EXPI DATE _____ 4D566 (1/15)

1. Date of application completion.
2. Unit Number (this is the Auxiliary unit you wish to join). If left blank, the membership will be placed in national at-large.
3. State where unit is located.
4. First Name, Middle Initial, Last Name.
5. Date of Birth
6. Full street address, city, state, zip code.
7. Applicant's phone number
8. Email Address, if applicable
9. Check appropriate box based upon your membership/payment preference:
 - *New Life* – for new life membership application. (Our bylaws allow for an extended number of years to complete payment of the life membership.)
 - *Life Payment* – if making payment toward existing life membership.
 - *New Junior* – for new Junior membership application (Ages birth to 17).
 - *Junior Life* – for new life memberships for children 17 years and younger.
 - *Junior Life Payment* - if making payment toward Junior life membership.
10. Enter the amount being paid on this membership.
 - Life membership minimum down payment is \$20, but the member may pay any amount over and above the minimum (or the entire life membership amount).
 - Junior membership are complimentary through age 17, or a junior life membership can be started with a \$20 down payment.
 - Date of birth is required 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:

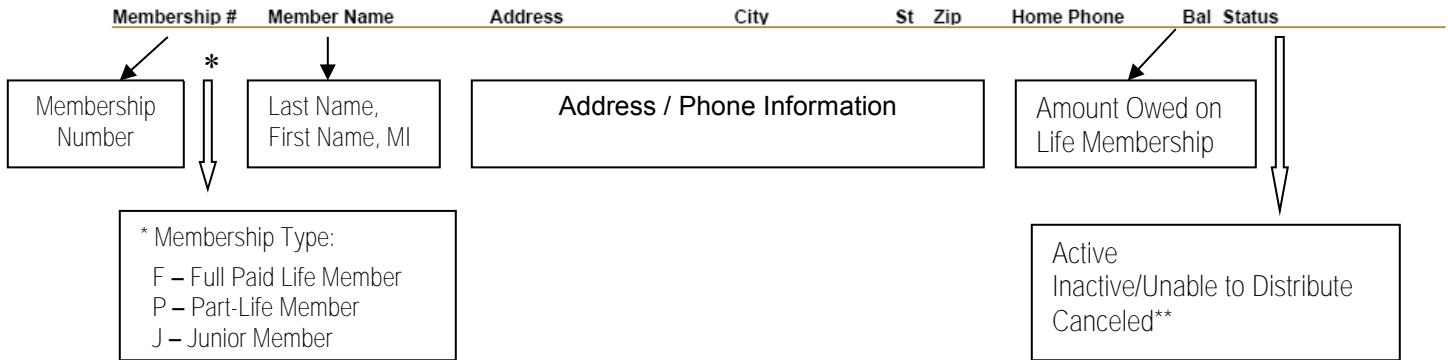
DAV Auxiliary National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076.

Membership Listing –



Membership List By DAV-Dept-Chapt

STATE – Unit #
Ordered by Member Name



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

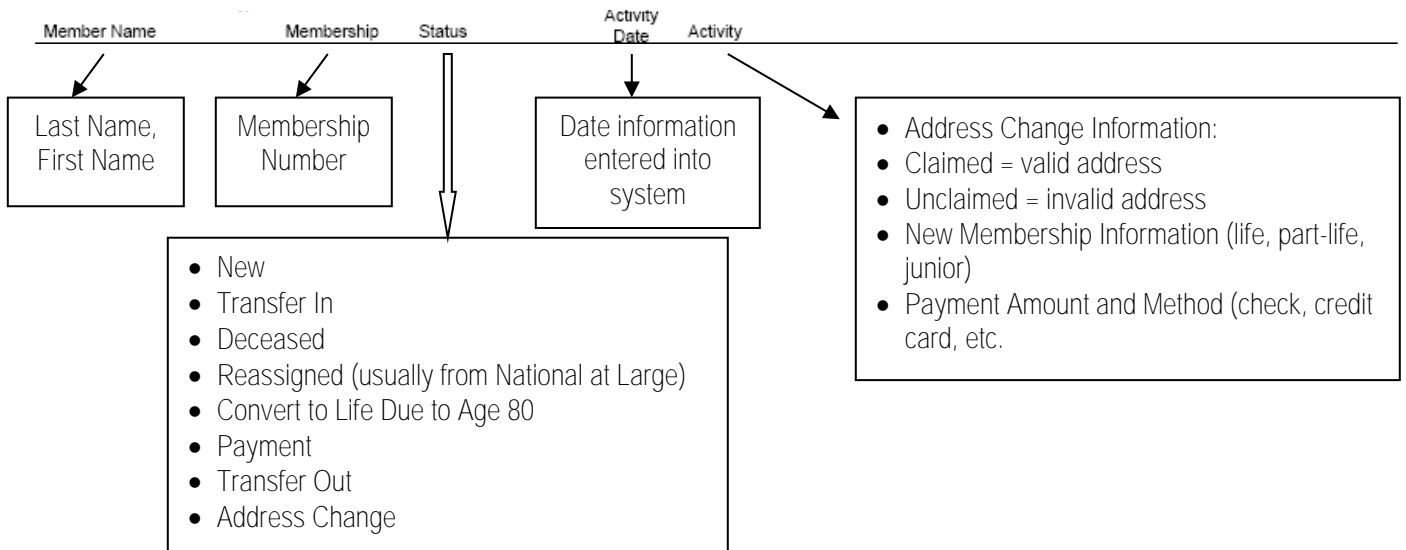
***Member Count at the bottom left of the *Membership List* indicates the number of members affiliated with the unit, but may not reflect the total paid members for quota purposes. Refer to the Status column for member status.

Activity Report –



Membership Activity Report

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





Before a State Convention the State Adjutant will:

- Mail out letters to each unit with information on the convention – 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 that 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 (if done by the Auxiliary). 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	LL Snoopy, Inc.	107	12
2	Rascal Rabbits	266	28
3	Pinocchio and Geppetto	22	3
4	Mickey Mouse House	186	20
5	Daffy Laughy Who	126	14
6	Baby Minnie Clan	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 an 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 is as follows:
 - 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 State 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 noted on each amendment or
 - Defeat noted
- ∞ 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 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



You did it! You made it through your annual State Convention.

Give yourself a pat on the back... it is a lot of work!

That’s right... you’re not done yet!

Now you get to start post-convention wrap up!!



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 need to 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).





DISABLED AMERICAN VETERANS AUXILIARY NATIONAL EDUCATION SCHOLARSHIP FUND INFORMATION & RULES



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

ELIGIBILITY REQUIREMENTS:

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

RULES:

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

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

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

Application Forms:

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

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

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

(Rev. Sept. 2017)



National Disabled American Veterans Auxiliary Education Scholarship Application



Application must be completed in its entirety.

Full Time Student
(Minimum of 12 credits)

Part Time Student
(Minimum of 6 Credits)

Unique Request Student
(Less than 6 credits)

1. **GENERAL INFORMATION:** (10 pts.)

Name of Applicant _____
Last First Middle

Permanent Address _____
Number & Street

City, State & Zip Code

(Area Code) Phone Number

Email Address

Social Security # _____ Date of Birth _____

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

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

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

School phone number: _____

I will be enrolled as: Freshman Sophomore Junior Senior Graduate

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

Proposed major & profession _____

Anticipated Graduation Date _____

Unique Request Applicants only (less than 6 credits):

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

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

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

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

Number of dependents and ages _____

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

Yes No

If yes, how many years _____

Have you held any elected or appointed positions? Yes No

If yes, please list: _____

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

Yes No

If yes, please list: _____

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

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

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

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

Budget Information

Estimated Cost Per year:

Applicant's

Estimated Resources Per Year From:

1. Tuition \$ _____

A. Family – Parents contribution \$ _____

Spouse, if married \$ _____

2. Books & Supplies \$ _____

B. Scholarships & Grants applied for \$ _____

Amount Approved \$ _____

3. Fees \$ _____

C. Loans applied for \$ _____

Amount Approved \$ _____

4. Room \$ _____

D. Social Security \$ _____

5. Board \$ _____

E. Veterans Benefits \$ _____

6. Travel \$ _____

F. All Other Income \$ _____

TOTAL ESTIMATED COST \$ _____

G. Applicant's Employment \$ _____

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

FIGURES WILL BE VERIFIED AND MUST BE COMPLETE

TOTAL ESTIMATED RESOURCES \$ _____

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

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

REFERENCES: (5 pts.)

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

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

SAMPLE

I hereby affirm the correctness of the information submitted.

DATE: _____ SIGNATURE OF APPLICANT _____

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

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

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

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

Rev. Sept. 2017

SUBMITTING AMENDMENTS TO STANDING RULES

When amendments to your State Standing Rules are submitted to the Convention body they should be on a separate sheet of paper. Below are some examples of how they should be submitted:

Page 2, DUTIES OF STATE ELECTED AND APPOINTED OFFICERS IN ADDITION TO THOSE LISTED IN THE STANDARD STATE BY-LAWS, Section 5: State Treasurer, delete the first sentence and replace with the following:

The Treasurer will submit their records to the State Audit Committee, for review by July 31st.

Rationale: change so the books and records will be audited after the 6/30/xx closing of the fiscal year and be sent into National Office by September 30th

Page 1, Rule 4 now reads:

The State Department fiscal year shall be May 1st through April 30th.

Delete May 1st through April 30 and replace with July 1st through June 30

Rational: To be in accordance with National rules

Would then read: the State Department fiscal year shall be July 1st through June 30th.

Page 7, Rule 3 now reads:

All Auxiliary members will wear the official Auxiliary cap during Convention.

Delete entire rule:

Rational: Not all members have the cap nor do they have the funds to purchase.

Page 3, Section 2d Add new

There shall be no jewelry worn on the Auxiliary cap.

Rational: (give one if necessary to explain the rule)

Other Suggestions:

Always indicate if the amendment passed or failed.

Do not type the changes in red on the actual standing rules. Red does not print nor copy well and after you copy and send to National and they copy and send to the Judge Advocate it is often almost impossible to read.

Do not refer to pages on a color of paper. I realize that this makes it nice and easy for your convention attendees but National does not copy individual pages on colored paper when forwarding the Standing Rules.

The Standing Rules committee should check each proposed change against what is currently in the Standing Rules. An example would be:

The State Convention shall elect a State commander, a Senior Vice Commander, a 1st Junior Vice Commander, a State Treasurer and a State Judge Advocate. If your amendment reads that you are deleting

1st before Junior Vice Commander you need to make sure that you are not referring to 1st Junior Vice Commander in other places, such as under Duties of Officers.
Each place where 1st Junior Vice Commander is referenced in the Standing Rules would need to be amended.

COMPLETING THE SUPPLEMENT

Any adopted amendment(s) to the state standing rules which would affect the supplement shall be included on the Supplement,

Question 2 has been changed on the supplement. This change was made because there seemed to be a lot of confusion regarding whether a department had amendments or a revision. Hopefully this will make is easier.

Question 3 has already been completed since all Auxiliary State Departments are on the same fiscal year.

The Standing Rules committee must check to make sure that what is on the Supplement is what is in the Standing rules:

Several reports were received with question 3 giving the fiscal year as July 1 through June 30 but in the actual standing rules it was state differently or stated that the books would be closed as of April 30th the end of the fiscal year.

Question 14 wants to know if there are divisions within the state department. Several were submitted with the answer “No” but in there Standing Rules there were rules governing Districts.

Section 9 Page N-39 allows for Districts, Regions and zones in State Departments

Make sure to double check that you have answered the questions, if it is a two part question make sure you have completed both parts.



DISABLED AMERICAN VETERANS AUXILIARY

ANNUAL FINANCIAL REPORT



UNIT	<input style="width: 95%;" type="text"/>	STATE DEPT. OF	<input style="width: 95%;" type="text"/>	
	NAME & NUMBER			
LOCATED AT	<input style="width: 95%;" type="text"/>	ACCOUNTING PERIOD	<input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/>
	CITY & STATE		FROM	TO
				<input style="width: 100%;" type="text"/>

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

This Year's Gross Income/Receipts:

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

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

This Year's Expenses/Disbursements:

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

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

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

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)**

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 can receive up to four (4) per capita dues distributions that are directly deposited each year. This income should NOT be reported on line 7 or line 8 of the financial report. Any dues received that are not from National Headquarters should be reported on line 8.

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

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

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

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

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

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

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

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

THIS YEAR'S EXPENSES OR DISBURSEMENTS:

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

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

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

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

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

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

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

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

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

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

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

ENDING BALANCE FOR THIS YEAR'S REPORT:

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

STATEMENT OF ASSETS:

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

Line 21. Checking Accounts: Report **total** of amounts in **all** checking accounts on last day of accounting period. **Attach a copy of the closing month bank statement** closest to the ending date of the accounting period for each checking account. **NOTE: If the total amount reported on this line differs from the closing balance shown on the bank statement(s) plus all cash on hand, provide a copy of the reconciliation page for each checking account.**

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

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

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

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

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

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

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

NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNT(S):

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

REQUIRED SIGNATURES:

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

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

ENSURE REPORT IS MATHEMATICALLY CORRECT AND IN BALANCE:

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

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

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

ATTACHED SCHEDULES:

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

ANNUAL FINANCIAL REPORT CHECKLIST:

(provided for your convenience)

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

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

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



AUXILIARY UNIT BUSINESS MEETING

2018 National Fall Conference
Lexington, Kentucky

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, Page U-20 through U-23

- ∞ 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, Page U-23

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, Page U-24

- ∞ 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.



V.A.V.S. 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: _____

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			



1. Senior members working as:	NUMBER	*DVA Certified HOURS	
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.

	\$	
	\$	
	\$	
DO YOUR TOTALS ADD??? → 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).

	\$	
	\$	
	\$	
DO YOUR TOTALS ADD??? → Total....	\$	

TOTAL VALUE OF 2 and 3..... DO YOUR TOTALS ADD??? → **\$**

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

CONGRATULATIONS to the following Units who were judged best in their category for the National VAVS Awards:

Group one (1), 10 – 50 members (Catherine Early)
Rowan County Unit #96, Salisbury, NC

Group two (2), 51 – 100 members (Vi Hoffman)
Fry Unit #14, Sierra Vista, AZ

Group three (3), 101 – 200 members (Bea Hogan)
Marshfield Memorial Unit #35, Marshfield, MA

Group four (4), 201 members or over (Natl. Hdqrts)
Phoenix Unit #1, Phoenix, AZ

As we were going over the reports at National Convention, the committee noticed some of the same issues consistently on the reports. As a reminder to all, when filling out your report, please make sure:

**Forms are legible – printed or typed is best

**Heading section is filled in completely

**If you do not have a medical center in your area, please put NA, Not Applicable or None on the “Location of DVA Medical Centers” line

**If you do not have a satellite clinic or CBOC in your area, please put NA, Not Applicable or None on the “Location of DVA Satellite Clinics” line

**Report is signed by the Unit Commander or VAVS Chairman

**Total columns are added correctly

**If the TOTAL of section 2 and 3 is OVER \$1,000 make sure you itemize on the back of your report form or on an attached sheet of paper

Benefits of Volunteering

Most of us volunteer because we want to help others – we don't do it because of the benefits we can receive – but because it makes a difference to others.

We all know that when we volunteer it makes us feel good, but guess what – Did you know that when you volunteer you are improving your life and possibly even your health?

I've included a few volunteer "side effects" on the chart below – Can you think of any others?

<i>BENEFITS</i>		
Mental health (emotional, psychological)	Physical health (bodily health and function)	Social health/support (connection to other people)
<ul style="list-style-type: none"> Makes you HAPPY Reduce stress Combat depression Prevent feelings of isolation Increase confidence Ignites passion Makes you happy Sense of purpose Builds/ improves self esteem Teaches caring/ compassion Learn new skills Develops emotional stability Become more resilient Improves thinking skills Improves creativity Improves motivation Escape from school/ work Keep mentally active 	<ul style="list-style-type: none"> Improved overall health Less risk of hypertension Less risk of heart disease Lower mortality rates/ live longer Promotes travel/ activity Promotes physical activity/ movement 	<ul style="list-style-type: none"> Creates social connections Builds/ strengthens community Increases socialization Creates friends/ bonds Improves school/ college experience Better job prospects Teaches job skills Improve social skills Improve relationship skills

What's your Why????

What is the purpose, cause or belief that inspires you to do what you do. When you think, act and communicate your “why”, you can inspire others. Most people live their lives by accident – meaning we live as it happens. Fulfillment comes when we live our lives on purpose. Everyone has a reason why they volunteer? Ask yourself, what's yours?

- to feel needed – sense of purpose
- to feel good
- to feel proud
- to share a skill
- to get to know a community
- to demonstrate commitment to a cause/belief
- to gain leadership skills
- to do your civic duty
- because of pressure from a friend or relative
- satisfaction from accomplishment
- to keep busy
- to repay a debt
- because there is no one else to do it
- to have an impact
- to learn something new
- for freedom of schedule
- to help a friend or relative
- to become an "insider"
- to be challenged
- to make new friends
- to help someone
- as therapy
- to do something different from your job
- to explore a career
- to donate your professional skills
- to earn academic credit
- to keep skills alive
- because an agency is geographically close
- to have an excuse to do what you love
- to be part of a team
- because you were asked
- to build your resume
- to test yourself
- to be an agent of change
- because of personal experience with the problem, illness, or cause
- to stand up and be counted
- for fun

Last year VA Voluntary Service put out a number of PSA videos. You can find these videos at the following links – please share these with your members.

https://www.youtube.com/watch?v=A_9tS6ZkPtl&feature=youtu.be

<https://www.youtube.com/watch?v=-S1CA4IXpow&feature=youtu.be>

<https://www.youtube.com/watch?v=JZIV4qY08QU&feature=youtu.be>

<https://www.youtube.com/watch?v=Mt4YU6eQaFc&feature=youtu.be>

To learn more about VA Voluntary Service, its programs and how you can get involved visit

<https://www.volunteer.va.gov/index.asp>.

Dates to Remember:

Veteran Affairs Medical Centers across the US hold many special events throughout the year. I have listed some of the ones from the VA Voluntary Service website (<https://www.volunteer.va.gov/events.asp>). If you would like more information on how you can volunteer or help at these events, please visit the website listed above or contact your local VA Voluntary Service office.

January

New Year's Day (Jan 1st)
Martin Luther King, Jr. Day (observed the 3rd Monday of Jan)

February

Super Bowl Party
National Salute to Veterans Week (the week of Feb 14th)
National Creative Arts Festival (most VA facilities hold their local competitions in Jan and Feb)
Presidents Day (Can occur on the 15th through the 21st of Feb)

March

St. Patrick's Day (Mar 17th)
National Vietnam War Veterans Day (Mar 29th)

April

Easter
National Disabled Veterans Winter Sports Clinic

May

Mother's Day (2nd Sunday of May)
Armed Forces Day (3rd 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 (3rd 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 (Aug 4th)
Purple Heart Day (Aug 7th)

September

Labor Day (1st Monday in Sept)
National Disabled Veterans Tee Tournament
National Veterans Summer Sports Clinic
International Day of Charity (Sept 5th)
World Suicide Prevention Day (Sept 10th)
Patriot Day National Day of Service and Remembrance (Sept 11th)
Air Force's Birthday (Sep 18th)
National POW/MIA Recognition Day (3rd Friday in Sept)

October

Columbus Day (2nd Monday in Oct)
Navy's Birthday (Oct 13th)
World Food Day (Oct 16th)
National Veterans Creative Arts Festival

November

Marine Corps Birthday (Nov 10th)
Veterans Day (Nov 11th)
Thanksgiving Day (4th Thursday of Nov)

December

Pearl Harbor Remembrance Day (Dec 7th)
National Guard's Birthday (Dec 13th)
Christmas Day (Dec 25th)

CONSTITUTION AND BYLAW AMENDMENTS FOR 2017-2018

Page N-13 – ARTICLE 1 – NATIONAL CONVENTION, Section 5: Official Rules of the National Convention, Rule 21, B. Delete “Hospital.”

Rationale: *Recommendation is to report Non-VA Hospital information on the Community Service Report. We have seen, many times, Hospital information on the Community Service Report. This Non-VA hospital work is probably more related to community Service work than the VAVS Hospital program is.*

Page N-13 – ARTICLE 1 – NATIONAL CONVENTION, Section 5: Official Rules of the National Convention, Rule 21, B. Change the name of the Mae Holmes Award to Mae Holmes Outstanding Unit Award.

Rule 21, B, would then read: The following Committees are appointed: **Committees on Americanism, Community Service, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award and VAVS:** These committees shall consider all matters relating to their programs and shall designate the winner(s) of their respective awards.

Rationale: *The National Executive Committee approved renaming the award in 2015 and this amendment will bring the committee name into compliance.*

Page N-15 – ARTICLE III – DUTIES OF NATIONAL OFFICERS, Section 1: National Commander, 3rd Paragraph, second line. Remove “National Hospital Chairman.”

Rationale: *If elimination of the Non-VA Hospital program is approved, this position is no longer needed.*

Page N-25 – ARTICLE V – NATIONAL COMMITTEES AND CHAIRMEN. Add new Section 7 as follows:

Section 7: Disabled American Veterans Auxiliary Outstanding Member of the Year Committee

The Disabled American Veterans Auxiliary Outstanding Member of the Year Committee shall be a revolving committee composed of the Immediate Past National Commander and the two (2) preceding Past National Commanders. They shall select a member who exemplifies distinguished dedication and remarkable accomplishments through the years for the DAV Auxiliary. This award may be presented at a national convention.

Rationale: *Provides Award and Committee recognition in the national bylaws. The award name recognizes an outstanding member of the Disabled American Veterans Auxiliary, and all costs associated with this award are paid by the national organization. (This is moved from Page XXIII in the Bylaws.)*

Page N-26 – ARTICLE VII – MEMBERSHIP, Section 2: Membership Basic Rights and Privileges, fourth line. Delete paragraph and substitute the following:

No member of the Disabled American Veterans Auxiliary shall be expelled or limited within any of the rights and privileges of membership except as specified in the Constitution, ARTICLE III – ELIGIBILITY FOR MEMBERSHIP, Section 7; ARTICLE VII – MEMBERSHIP, Section 6-D, paragraph 3; and ARTICLE XII of these Bylaws.

Rationale: *A portion of our Bylaws state that DAV members that hold membership in the DAV Auxiliary cannot vote, etc., if they hold an elected or appointed office/chairmanship in the DAV. Page N-26, ARTICLE VII, Section 2 provides that “No member of the DAV Auxiliary shall be expelled or limited within any of the rights and privileges of membership, except as specified in ARTICLE XII of these Bylaws.” This change will clarify the restriction of Chapter members holding an elected or appointed office in the Chapter from voting in a unit election.*

Page N-27 – ARTICLE VII- MEMBERSHIP, Section 6: Membership Classification.

Delete “(Effective July 1, 2015).” The sentence would then read: “Membership classifications are as follows:”

Rationale: *It has been three years since this change was made, and this effective date is no longer necessary.*

Page N-37 – ARTICLE IX – STATE DEPARTMENTS, Section 2: State Department Charter, Second Paragraph, first sentence. Add “applicable IRS fee(s)” after “national charter fee.”

The sentence would then read: An application for a State Department Charter must be accompanied by a fifty dollar (\$50.00) national charter fee, applicable IRS fee(s), and ten dollars (\$10.00) per unit signing the application.

Rationale: *Sentence would then agree with the ARTICLE X - LOCAL UNITS, Section 1, Page N-39, Second Paragraph.*

Page S-2 – ARTICLE II – STATE CONVENTION, Section 2: Composition. Delete the word “elected.”

Rationale: *In practice, unit delegates are often selected by asking who is going. With the reduction of the number of required meetings, some members may not be considered and there is not an opportunity to hold additional elections. This will also now agree with the National provision on Page N-6, ARTICLE 1 – GOVERNING BODIES, Section 4: Delegates, Second Paragraph, second sentence.*

Page S-2 – ARTICLE II – STATE CONVENTION, Section 3: Delegates, Second Paragraph. Delete the entire paragraph and replace with the following:

In addition, each Unit shall be entitled to one (1) delegate and one (1) alternate for its Charter and one (1) delegate and one (1) alternate for each ten (10) life members or major fraction thereof whose memberships are in good standing.

Rationale: *In practice, unit delegates are often selected by asking who is going. With the reduction of the number of required meetings, some members may not be considered and there is not an opportunity to hold additional elections. This will also now agree with the National provision on Page N-6, ARTICLE 1 – GOVERNING BODIES, Section 4: Delegates, Second Paragraph, second sentence.*

Page S-5 – ARTICLE IV – DUTIES OF STATE OFFICERS, Section 1: State Commander, Third Paragraph. Delete entire paragraph and substitute the following:

The State Commander shall appoint the State Chairman of the following committees: Americanism, Community Service, Junior Activities, Legislation, Mae Holmes Outstanding Unit Award, Membership, VAVS and may also appoint such other chairmen as deemed necessary.

Rationale: *To agree with the previous amendment to merge the Hospital Program, and to remove the History Program and update the name of the Mae Holmes program name.*

Page U-12 – ARTICLE XIV – UNIT COMMITTEES, Section 1. Remove items #3 and #7 (Hospital and History) and renumber the remaining committee titles.

Rationale: *Agrees with change and rationale under Page N-13 change in National Bylaws to remove the Hospital Program.*

Page U-12 – ARTICLE XIV – UNIT COMMITTEES, Section 2: Audit Committee, Second Paragraph. Delete the entire paragraph and substitute with the following:

Prior to the installation of a change in elected Treasurer, all members of the Audit Committee shall be present to audit the financial records of the unit. The internal audit does not require the completion of the Annual Financial Report Form and should not be submitted to National Headquarters.

Rationale: *To clarify the review of financial records to safeguard the unit funds and protect the outgoing and incoming treasurers.*

Page U-13 – ARTICLE XIV – UNIT COMMITTEES, Section 2: Audit Committee, Third Paragraph, first and second sentences. Delete first and second sentences and replace with the following:

The Annual Financial Report form provided by National Headquarters shall be completed by the Unit Treasurer in office on June 30. The Audit Committee, as part of their annual audit, shall verify and sign the report.

Rationale: *Clarification of report completion responsibility.*

Page U-23 – ORDER OF BUSINESS, #8. Remove “Hospital,” and “History,”.

Rationale: *To agree with amendment and rationale of the prior changes.*

Page XXIII – AUXILIARY PAST NATIONAL COMMANDERS AWARD. Delete the entire paragraph.

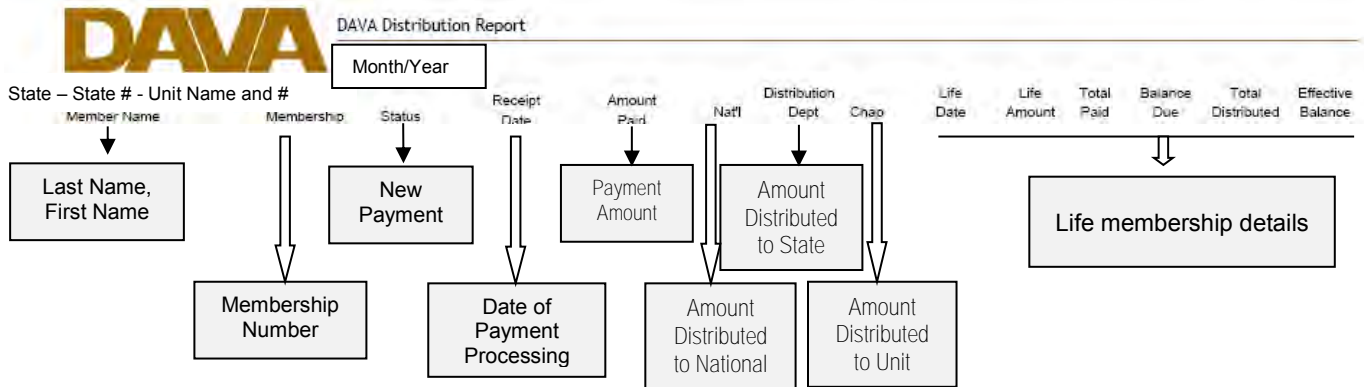
Rationale: *This is moved to Page N-25, ARTICLE V – NATIONAL COMMITTEES AND CHAIRMEN as a new Section 7.*

Distribution Report –

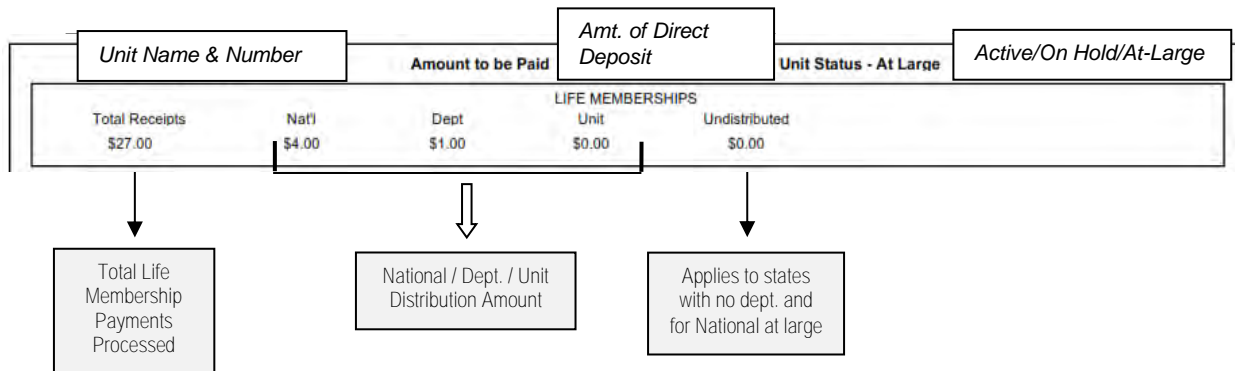
Name	Amount	Date	Dept	Chao	Life Date	Life Amount	Total Paid	Balance Due	Total Distributed	Effective Balance
Member Name	Amount	Date	Dept	Chao	Life Date	Life Amount	Total Paid	Balance Due	Total Distributed	Effective Balance

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

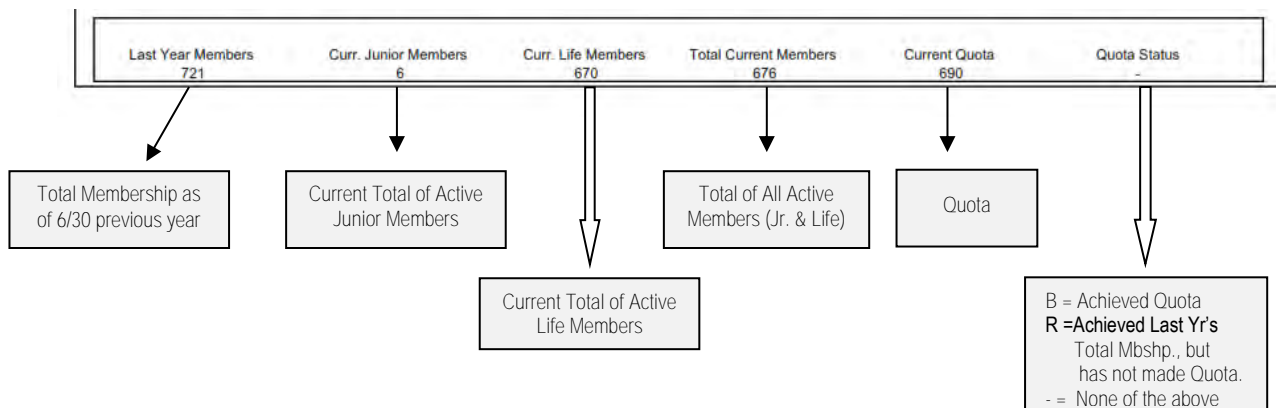
Top Portion Explained -



Lower Section Explained -



Bottom Section Explained -



Indebtedness Statement Explained

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

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

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

Example

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

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

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.

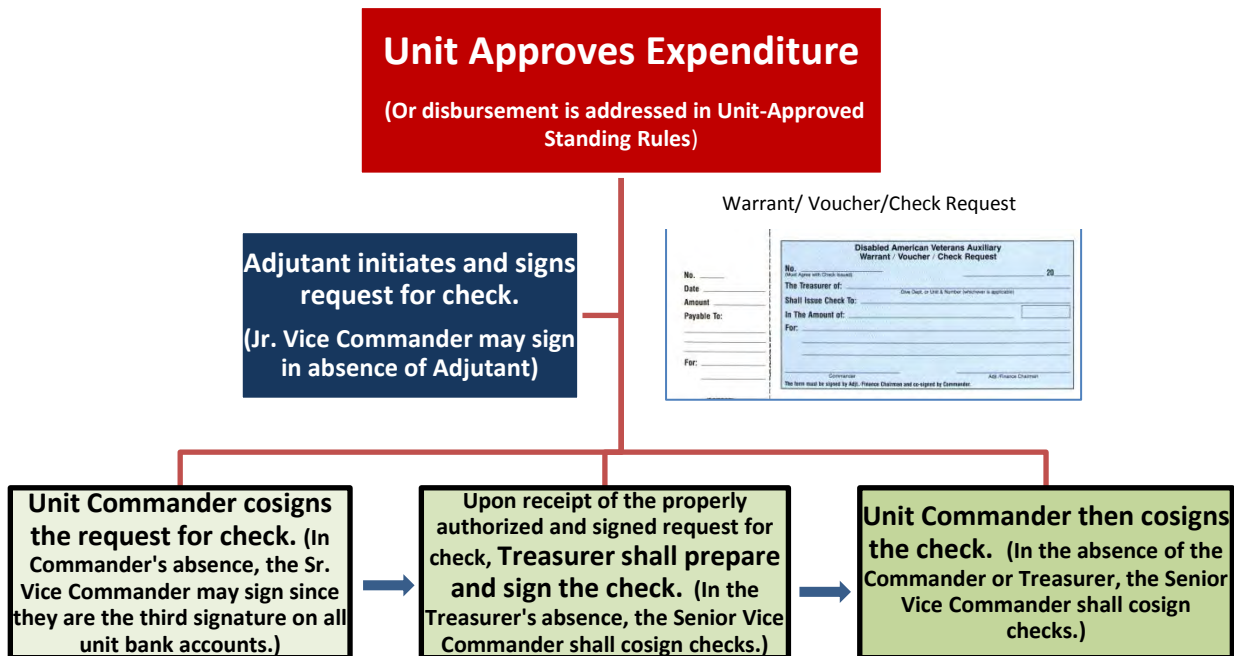
Unit

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.



ABOUT DAVA

MEMBERSHIP

VOLUNTEER

HEADQUARTERS NEWS/EVENTS

The Membership Tab will include the following information:

Join DAV Auxiliary

→ Become a DAV Auxiliary member online

Junior Member Page

→ A page dedicated to everything junior member related

Membership Benefits

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

Incentives

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

DAV Auxiliary Programs

→ Learn more about the Service Support Program and Education Scholarship

Resources

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

Publications

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

The Headquarters News/Events Tab will include the following information:



News

- PDF download of the quarterly Headquarters News

Events

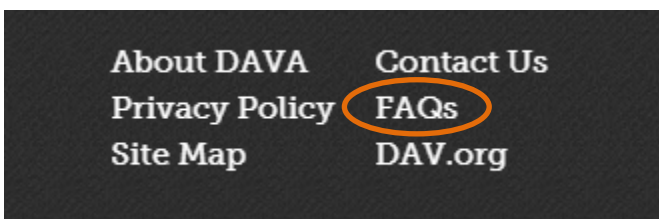
- Information on the annual National Convention, including dates, tentative agenda, hotel, travel information, and much more.
- Information on the annual National Fall Conference, including dates, hotel information, and the official announcement on the event.



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. Life members of the DAV Auxiliary may be eligible for a scholarship of up to \$1,500, with determination of amount based on a submitted application and supporting documentation. The Service Support Program is a one-time assistance program to auxiliary members and is available to those in dire financial need who submit an application and supporting documentation for eligibility consideration. 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 at VA Adaptive Sporting events by providing respite excursions and events.

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

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

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

A. There are two ways to find a unit near you. The first is by visiting <http://www.davauxiliary.org/membership/FindUnit.aspx>, and selecting a search by zip code or state. The second is by calling the national headquarters office (877.426.2838, option #8), where staff can provide additional contact information for representatives in your state.

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

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

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

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

Q. Will I receive a membership card?

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

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

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

Q. Are there any other benefits?

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

Q. Will I receive the DAV Magazine?

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

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

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

Q. Can I hold more than one Auxiliary membership?

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

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

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

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

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

Q. What is considered a "Membership Year?"

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

Q. What is considered a fiscal year?

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

Q. Can I access my membership record online?

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

Q. How do I get a bylaw book?

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

Q. Why are bylaw books revised each year?

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

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

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

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

A. Various methods can be used for annual election notification: postcards, newsletters, emails, letters, 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 quarterly advising the unit as to the remaining amount owed for their national mandate.

- Q. I understand units are required to submit an annual financial report. Who can serve on the audit committee?**
- A. The audit committee shall consist of three senior members **excluding** the Commander, Senior Vice Commander, Junior Vice Commander (when signing warrants, vouchers, check requests), Adjutant, and Treasurer. Members of the State Finance Committee may not serve on the State Department Audit Committee.
- Q. Who 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).
- 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.
- 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 publications are sent monthly. It is the Adjutant's responsibility to see that **all** communications are brought to the unit meetings and made available to members. These mailings are not the personal mail of the Adjutant and he/she is acting as the agent to receive and deliver communications. The Headquarters News monthly newsletter is posted on the web site under the "News & Events" tab. Back issues are also available for viewing. Members can also sign up for the E-newsletter and which is 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 offers a scholarship for life members. More information is available on the website, or by calling national headquarters. The deadline for the application is typically mid-March.

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

A. No.

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

A. Contact national headquarters by phone (859.441.7300, option #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 tax-exempt organization. Please contact national headquarters for further assistance.

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

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

Q: What happens if our unit does not file?

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

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

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

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.



The screenshot shows the IRS login page with two main sections: "First Time Users" and "Returning Users".

First Time Users

Create a Login to:

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

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

GET STARTED >

Returning Users

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

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

User ID:

Mask User ID

LOGIN >

[Forgot User ID](#)

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

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

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

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

Step 2 of 4: Verify Identity

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

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

Enter Confirmation Code:

CANCEL **CONTINUE >**

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

1. Create a user ID and password. The user ID cannot be an email address, social security number, contain a space or a special character. It **does not** have to be your unit EIN. After you select a user ID, you will need to select a password. The password must be between 8 and 20 characters long, contain at least one numeric and one special character (!@#\$\$^&*), one uppercase and one lowercase letter, and a matching password must be reentered.
2. Next you will see information regarding your email address. The primary email address will be shaded gray because it has been confirmed with 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. **Note:** the nine digit EIN should be entered. 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."
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.

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.

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, 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 request for a unit check (warrant/voucher/check request).
- 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, state department, and community (when applicable).
- 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 request for a unit check (warrant/voucher/check request).
- In the absence of the Unit Commander or Treasurer, the Senior Vice Commander may cosign the check.

JUNIOR VICE COMMANDER

Shall perform the duties of the station 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 request for a unit check (warrant/voucher/check request).

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 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. Members must be notified of the annual election no less than ten days prior to said election. The adjutant shall notify all life members at least ten (10) days prior to any nominations and/or elections. This is also true of any special meeting. A special meeting shall indicate what subject is to be discussed and no other business may be brought before the membership.

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

Responsibilities for the Issuance of a Unit Check

- The Unit Adjutant initiates and signs the 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.

Rev. 9/2018

UNIT MINUTES

Name and Number of Unit _____

Location _____ Date _____ Time _____

CALL TO ORDER:

Prayer by _____

Pledge by _____

Purpose given by _____

Eligibility given by _____

Roll call of officers by _____

Commander: Present _____ Absent _____

Sr. Vice Commander: Present _____ Absent _____

Jr. Vice Commander: Present _____ Absent _____

Treasurer: Present _____ Absent _____

Chaplain: Present _____ Absent _____

Adjutant: Present _____ Absent _____

Total officers & members present: _____

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

ORDER OF BUSINESS:

Names of transfer members voted on: _____

Names of visitors: _____

Names of new members who were initiated: _____

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

READING OF THE MINUTES: Adopted _____ Adopted as amended _____

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

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

Disbursements: _____ Closing balance: _____

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

BILLS AND COMMUNICATIONS:

Motion by: _____ Seconded: Yes _____ No _____

Carried: Yes _____ No _____

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

SICKNESS & DISTRESS: _____

REPORT OF COMMITTEES:

Membership by _____

Americanism by _____

Hospital by _____

Community Service by _____

Legislation by _____

History by _____

Junior Activities by _____

Ways and Means by _____

Other committee reports: _____

UNFINISHED BUSINESS: _____

NEW BUSINESS: _____

MONEY MARCH: Amount collected _____

REMARKS FOR THE GOOD OF THE ORGANIZATION: _____

CLOSING CEREMONY:

Minutes Approved: Date _____

Adjutant's Signature: _____

Commander's Signature: _____

TREASURER'S REPORT

Treasurer's Report by: _____

Date: _____ Unit Name and Number _____

Beginning Balance: Month ____ Day ____ Year _____

(Checking Account)..... \$ _____

Receipts:

Membership dues from:

Names: _____

_____ \$ _____

Fund Raisers \$ _____

Donations \$ _____

Other: (explain) _____ \$ _____

Total Receipts \$ _____

Disbursements:

Dues to National Headquarters (attach names) \$ _____

Postage \$ _____

Expense for fund raiser \$ _____

Other: (explain) _____ \$ _____

Total Disbursements \$ _____

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

Closing Balance \$ _____

ADD:

Checking: \$ _____

Savings \$ _____

Certificates, etc. \$ _____

Other accounts: (Explain) _____ \$ _____

Total Unit Assets \$ _____

Treasurer's Signature: _____

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

TREASURER'S REPORT SUMMARY

Unit Name & Number _____

Date of Meeting _____ Reporting period from _____ to _____

BEGINNING BALANCE (from last report) \$ _____

(+) Total receipts (income)..... \$ _____

(-) Less total disbursements..... \$ _____

CLOSING BALANCE: \$ _____

ADD:

Checking: \$ _____

Savings: \$ _____

Certificates: \$ _____

Total of all assets: \$ _____

Treasurer's signature: _____

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

UNIT ELECTIONS

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



AUXILIARY OFFICER REPORT

All Spaces Must be Completed

Date: _____ Employer ID # (EIN) _____

Unit Name & Number: _____

City: _____ State: _____ Zip: _____

Date of Annual Election: _____ Date of Installation: _____

Address of Regular Meetings: _____

Time & Day of Regular Meetings: _____

Time	Day of Week	Week of Month
------	-------------	---------------

OFFICERS ELECTED FOR YEAR BEGINNING: _____ ENDING: _____

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

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

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

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

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

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

GUIDELINES TO COMPLETE AN AUDIT

- It is the duty of the unit/state commander to appoint an audit committee.
- Three members must serve on the audit committee. However, the commander, senior vice commander, junior vice commander (*when signing warrants, vouchers, check requests*), treasurer, adjutant, and members of the finance committee (*on the state level*) cannot be a part of the committee.
- A person holding membership in both DAV and DAV Auxiliary may not serve as a member of the audit committee or sign the financial report if they are holding an elected or appointed position in the DAV chapter or state department.
- The adjutant must 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
2019 - 2020**

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. Were State Standing Rules amended and adopted at the State Convention? Yes _____ No _____
(If yes, Adjutant must submit standing rule amendments 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, Hospital, Legislation, Mae Holmes, Membership, Finance, Audit, Standing Rules, Nominating, Credentials, VAVS, Ways & Means or Fund Raising Chm.): _____
12. Number of members **elected** to the committee on nominations: _____
Nominating committee elected at: _____
13. Number of members on Standing Rules Committee: _____. Elected or Appointed? _____
Term of their positions: _____
14. Number of divisions within state department (if applicable) _____. Name of division: _____
Do you have Division Guidelines or Rules within, or attached to, your Standing Rules? _____
15. Does your state department participate in the annual report program for judging at state convention? Yes _____ No _____ Comments _____

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

Convention Adjutant's Signature

Date of Adoption (of New Supplement)

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

PROCEDURE TO BE FOLLOWED AT THE 2019 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 five (5) days after the close of state convention, the winning program reports, by category, judged at state convention.

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

Proposed Budget for State Departments

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

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

SAMPLE BUDGET

ESTIMATED INCOME:

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

ESTIMATED EXPENSES:

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

State Officer Duties

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

State Commander

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

- The state commander shall appoint the state chairman of the following committees: Americanism, Community Service, 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 five (5) days after the close of state convention, the winning program reports, by category, judged at state convention.
- The state adjutant in office at the time of the state convention shall be responsible for submitting to national headquarters within five (5) 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 and a copy of the appropriate IRS Form 990 shall be forwarded to National Headquarters no later than September 30.

State Chaplain

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

State Sergeant at Arms

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

State Executive Committee Meeting

Order of business

1. Call to order by State Commander (or highest ranking officer) (and state the purpose of the meeting, which is to conduct business of the organization.
2. Opening prayer – State Chaplain
3. Pledge of Allegiance – Patriotic Instructor *or* Americanism Chairman
4. 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 29, 2019

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

Americanism

Community Service

Junior Activities

Legislation

Membership

VAVS

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 expense money 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** coach airfare since they will not be compensated for more than the coach-equivalent airfare amount.
- * **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 coach-equivalent air fare or round-trip mileage which cannot exceed air fare, room, meals, tips, parking. Receipts must be presented for all justified expenses. No items of a personal nature 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 meals, printing of handouts, supplies, etc.

- 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 a delegate, PSC, etc., and not a national executive committee member and, therefore, should not expect more privileges than any other member or serve on committees as NEC. If authorized by national headquarters to be the national representative to attend state functions then they would be considered a guest of that state and should act accordingly. The NEC does not express opinions or get involved in controversy within a state when authorized as the representative.
- The NEC has been elected by a district to represent, to serve, and to do the best job they can do. The title of National Executive Committee Member is not to be used unless authorized on behalf of national headquarters to do so. NEC's do not get involved in state problems nor shall they usurp the powers of the State Commander. Remember that good will and understanding is part of this job.
- Districts cannot have fundraisers.

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

Records Retention Schedule

(Source: Internal Revenue Service)

Accident reports/claims (settled cases)	7 yrs.	Minute books of directors, stockholders, bylaws, and charter	Permanently
Accounts payable ledgers & schedules.....	7 yrs.	Notes receivable ledgers & schedules	7 yrs.
Accounts receivable ledgers & schedules	7 yrs.	Option records (expired)	7 yrs.
Audit reports.....	Permanently	Patents & related papers	Permanently
Bank reconciliations	2 yrs.	Payroll records & summaries	7 yrs.
Bank statements	3 yrs.	Personnel files (terminated)	7 yrs.
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc	Permanently	Petty cash vouchers	3 yrs.
Cash books	Permanently	Physical inventory tags	3 yrs.
Charts of accounts	Permanently	Plant cost ledgers	7 yrs.
Checks (canceled – see exception below)	7 yrs.	Property appraisals by outside appraisers.....	Permanently
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	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans	Permanently
Contracts, mortgages, notes, & leases (expired)	7 yrs.	Purchase orders (except purchasing department copy)	1 yr.
Contracts, mortgages, notes, & leases (still in effect)	Permanently	Purchase orders (purchasing department copy)	7 yrs.
Correspondence (general)	2 yrs.	Receiving sheets	1 yr.
Correspondence (legal & important matters only).....	Permanently	Retirement & pension records	Permanently
Correspondence (routine) with customers and/or vendors	2 yrs.	Requisitions	1 yr.
Deeds, mortgages, & bills of sale	Permanently	Sales commission reports	3 yrs.
Depreciation schedules	Permanently	Sales records	7 yrs.
Duplicate deposit slips	2 yrs.	Scrap & salvage records (inventories, sales, etc.)	7 yrs.
Employment applications	3 yrs.	Stenographers' notebooks	1 yr.
Expense analyses/expense distribution schedules	7 yrs.	Stocks & bonds certificates (canceled).....	7 yrs.
Financial statements (year-end, other optional)	Permanently	Stockroom withdrawal forms	1 yr.
Garnishments	7 yrs.	Subsidiary ledgers	7 yrs.
General/private ledgers, year-end trial balance.....	Permanently	Tax returns & worksheets, revenue agents' reports, and other documents relating to determination of income tax liability	Permanently
Insurance policies (expired).....	3 yrs.	Time books/cards	7 yrs.
Insurance records, current accident reports, claims, policies, etc	Permanently	Trademark registrations and copyrights.....	Permanently
Internal audit reports (longer retention periods may be desirable).....	3 yrs.	Training manuals	Permanently
Internal reports (miscellaneous).....	3 yrs.	Union agreements	Permanently
Inventories of products, materials, and supplies	7 yrs.	Voucher register & schedules	7 yrs.
Invoices (to customers, from vendors).....	7 yrs.	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 yrs.
Journals	Permanently	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 _____

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

SIGNATURE _____
 (Signature of bank employee completing form)

TITLE _____ DATE _____

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

AMERICANISM REPORT 2018-2019

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

Must be postmarked by: _____

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

PLEASE PRINT

NAME OF UNIT _____ UNIT NUMBER _____

CITY _____ STATE _____

NUMBER OF SENIOR MEMBERS _____

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

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

3. Did your unit donate to Freedoms Foundation? _____

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

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

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

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

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

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

Submitted by: _____
Signature of Commander and/or Chairman

SPECIAL AMERICANISM PROGRAM 2018-2019

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

1. Did you have a Special Americanism Program? _____

2. Date of Program _____
Type of Program _____

3. Was the public invited? _____

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

Radio Coverage? _____ TV coverage? _____

List any dignitaries who attended:

Total number in attendance. _____

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

Submitted by:

Signature of Commander and/or Chairman

COMMUNITY SERVICE REPORT 2018-2019

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 2018-2019

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: _____

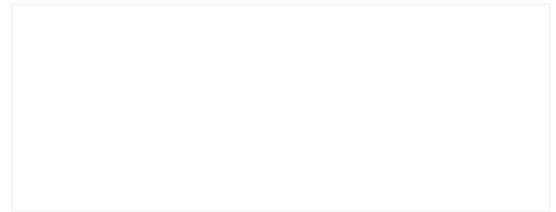
_____ Total Hours

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.

<input type="checkbox"/> Outstanding Junior Award (Ages 7 - 10)	<input type="checkbox"/> Outstanding Junior Award (Ages 11 - 14)	<input type="checkbox"/> 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 2018-2019 only. Additional snapshots may be submitted.

Candidate's Signature _____ Parent/Guardian Signature _____

Commander and/or Chairman's Signature _____

LEGISLATIVE 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: _____

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

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

Submitted by:

Signature of Commander and/or Chairman

MAE HOLMES NATIONAL OUTSTANDING UNIT REPORT 2018-2019

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 2018-2019

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