

STEPS IN ORGANIZING A NEW AUXILIARY

1. Post votes to have an Auxiliary.
2. Department President appoints an Organizer (a Ladies Auxiliary member).
3. Organizer holds a meeting to recruit Ladies Auxiliary members.
4. Organizer completes the Charter Application (must have a minimum of 15 ladies interested). The Charter Application is found in the Extension kit sent to the Chief of Staff at the beginning of each Auxiliary year.
5. Post Commander signs Charter Application.
6. Department President signs Charter Application.
7. The Charter Application and a \$40.00 check from the office of the Department Treasurer is sent to National Headquarters.
8. HQ sends Organizer a Charter kit. Included in Charter kit:
 - 1 Altar Cloth
 - 1 3x5 American Flag
 - 1 Auxiliary Treasurer's Guide
 - 5 Auxiliary Dues Remittance Envelopes (5 sets)
 - 1 Bible
 - 1 Dues Record Binder with Index
 - 1 Dues Record Cards (Pack of 100)
 - 1 Etiquette of the Stars and Stripes Booklet
 - 1 Pad of 25 Membership Change Request forms
 - 5 Membership Summary forms
 - 3 Membership Summary forms for a New Auxiliary
 - 1 pad of 25 N/R/T Membership Cards for new, annual, reinstated, non-paying transfers and annual transfers
 - 3 Podium Edition Bylaws, Booklet of Instructions and Ritual (to be used by the President, Secretary and Treasurer as Auxiliary property)
 - 1 Prayer Card
 - 1 Patriotic Instructor Card
 - 1 Secretary's Record Book
 - 1 SS-4 Form with instructions
 - 1 Treasurer's Cash Book
 - 1 VAVS/Hospital Guide (for Hospital Chairman) until May 2011
 - 1 Walnut-Finished Gavel
 - 1 VFW Patriot's Pen information
 - 1 VFW Teacher Award information
 - 1 VFW Voice of Democracy information
 - 1 VFW Store Catalogue
9. Under separate cover the Organizer is sent a letter explaining the steps to follow to complete the organizing process, the Institution Report and Warrant. Copies are sent via email.
10. The Institution of the Auxiliary and election of officers is to be completed within 60 days of the date on the approval letter.

11. The Organizer completes and sends one copy of the Institution Report and the Installation Report to National HQ.
12. The other copy of the Institution Report and the Department section of the Installation Report is sent to the Department along with the dues.
13. A New Auxiliary Dues Transmittal is sent by the Department Treasurer to National HQ covering National's portion of the dues.
14. Upon receipt of the completed paperwork and dues, by National HQ, the Auxiliary is activated by creating a new Auxiliary in the HQ computer system, using Auxiliary's name and number.
15. The Auxiliary is affiliated with a District.
16. Dues are entered.
17. Officers are entered.
18. HQ sends a blank Charter List to the Auxiliary President. The Charter period is open for 90 days from the date of Institution.
19. Once completed, the Charter List of charter members is sent to the Department Treasurer for verification of eligibility within the Charter period and the **correct spelling of names, by checking the membership cards.**
20. After verification of eligibility and the correct spelling of the member's names or correction, using the membership cards, the Treasurer signs the Charter list and sends it to National HQ. **The Treasurer is not to send the Charter list to National HQ until she has physically compared the names on the Charter list with the membership cards.**
21. The Charter is ordered by National HQ.
22. Once engrossed, the Charter is shipped to the Auxiliary President.