

ATTENTION AUXILIARY SECRETARIES

REPORT OF INSTALLATION INSTRUCTIONS

Reports of Installation MUST be entered into MALTA within 7 calendar days of the installation.

Installation must be completed no more than 60 days prior to Department Convention and no later than May 30, 2025.

The Department Office will no longer need a copy of the listing of Auxiliary Chairmen.

The Auxiliary Report of Installation is available on-line on our website (vfwauxmi.org) and is fillable. The form MUST be completed in its entirety and copies will need to be made and forwarded to the Department Secretary (misec@asiserve.net) and to the District Secretary. This can be done electronically either by scanning or taking a picture and sending via e-mail. A copy DOES NOT need to be sent to National.

Only the Secretary can input the Report of Installation into MALTA, and it is the duty of the current Auxiliary Secretary. It is required that all Auxiliaries complete all the information regarding their meetings and record the amount of the dues.

It is required that the Installing Officer sign his/her name, list his/her title, and date the document.

MALTA Instructions:

1. Log into MALTA
2. Go to Duties
3. Selection Installation Report
4. Go to the 2025-26 Tab
5. Input the 2025-26 Officers by using only their membership ID number
6. Click SAVE. You will not be able to make any changes once you click SAVE. Only those changes can be made by the Department Secretary.

It is the goal of the Department Office that all secretaries input the information. However, if the Secretary is unable to enter the information into MALTA, please complete the form and send to Department Secretary with a note that it needs to be entered. The Department office will be monitoring the National Website to ensure that all Auxiliaries are complying.

The Department Secretary is available to provide assistance at (517) 487-3715.