

**AUXILIARY OFFICIAL VISIT FORM
2023-2024**

DATE OF VISIT: _____ AUX. # _____ DISTRICT # _____

AUXILIARY NAME: _____

Change in Meeting since filing Installation Report? _____

Attendance: _____ Average Attendance last 3 months _____

Are those serving in the positions of President, Secretary, Treasurer and Trustees the same as that submitted on the original Report of Installation to the Department Secretary? **If No, complete the information (Member ID#, Name, Address, Phone Number and Email on a separate sheet and attach to Inspection Form)**

Is Business meeting set up as Traditional, Contemporary or Roundtable? Circle one.

1. How many regular business meetings are held in a year? _____ If less than 12, what are the blackout months? _____
2. Is the *Michigan Connection* read in its entirety? Yes _____ No _____
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PERTAINING TO THE OFFICE OF PRESIDENT:

1. Does the President have the most **current** copy of the National Bylaws and Rituals?
Yes _____ No _____ (If no, what year? _____)
2. Does the Auxiliary have a current copy of "Building on the VFW Auxiliary Foundation"
Available? _____

PERTAINING TO THE OFFICE OF SECRETARY:

1. Are the Secretary's books kept according to the Booklet of Instructions?
Yes _____ No _____
2. Are the books of the Secretary audited according to the Bylaws? Yes _____ No _____
3. Are Secretary's books signed by the Trustees? Yes _____ No _____
4. Does the Auxiliary keep a file of all Quarterly Reports? Yes _____ No _____
5. Are the following items incorporated into the minutes of the Secretary?
____ Treasurer's Report ____ Bond & Amount – (Doubled the amount of assets) ____ Audit
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:

1. Are the Treasurer's books kept according to the Booklet of Instructions? Yes _____ No _____
2. Does the Treasurer read the Treasurer's report as a part of the Order of Business?
Yes _____ No _____
3. Did you see proof of the 990 being filed within the last 12 months? Yes _____ No _____
If no, contact the Department Office immediately.
4. Are all funds audited (i.e. Bingo, etc.)? Yes _____ No _____
5. Are all books/audits signed by the Trustees performing the audit? Yes _____ No _____
6. Is the quarterly audit read by the Trustees and acted upon at the meeting?
Yes _____ No _____
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PERTAINING TO APPOINTMENT OF CHAIRMEN:

1. Did the Auxiliary Chairmen promote National Programs or projects involving the members?
2. Yes _____ No _____
3. Are they participating in at least one National Program yearly? Yes _____ No _____

Ask Auxiliary members if they have questions or concerns? Would they like additional training or information? _____

On a scale of 1 to 10 (1 being the lowest and 10 the highest) do you consider this Auxiliary to be in good working order?

What Auxiliary programs does the Auxiliary intend to participate in over the remainder of the year? (other than Veterans and Family Support, Hospital and Americanism).

In what ways is the Auxiliary working with and meeting the needs of their community?

Does the Auxiliary have a good working relationship with their Post? Do they do joint projects? Share one that has been completed or is still being planned.

Please give honest, unbiased answers to the above questions. You may use additional pages as necessary.

Instructions to District President/and or Department Representative: (1) A copy of the Auxiliary Official Visit Form is given to the Auxiliary President at the time of visit. (2) A copy is also sent to the Department Secretary, and (3) you keep a copy for your files.

District President or Department Representative

Auxiliary President