

To: Michigan Auxiliaries  
From: Sara Manke  
Subject: Special Mailing

In this packet you will find the National, Department and District Delegate and Alternate forms. The Auxiliary Secretary ***shall*** send or input electronically the names of the Delegates and Alternates to the respective Secretary within (30) calendar days following the election. ***National Delegates and Alternates are elected after March 31<sup>st</sup> based on (1) one delegate and (1) Alternate for every (50) fifty Auxiliary members or portion thereof.*** Please remember that Department Delegate Fees are a bill and every Auxiliary ***Must*** pay them, even if not attending our Department convention. A list of District Secretaries to mail your forms to has been included. Please send a copy of the Delegate forms to the Secretary in a ***timely*** manner before your District Meeting.

Forms included in this Packet.

***National, Department, and District Delegate Forms***

***List of District Secretaries***

***Auxiliary/District Department Love Gift Forms***

If you have any questions, please reach out to the Department Office.

Respectfully,

Sandi Onstwedder, Department of Michigan VFW Auxiliary Secretary

**MICHIGAN DEPARTMENT VFW AUXILIARY**  
**924 N Washington Ave**  
**Lansing, MI 48906**  
**(517) 487-3715**

**Corrected**

**NOTICE TO: District and Auxiliary Presidents**

In keeping with the custom of the past, we will be presenting a LOVE Gift to our Department President, **Sara Manke**, at this year's Department Convention. We invite you to participate in this donation at the time of our Flag Presentation on Saturday morning.

If you wish to donate, you may do one of the following:

1. Bring Love Gift with you to Department Convention and present to her during the Flag Presentation, or
2. You may send your Love Gift to the Department Office and **Sr. Vice President Jane Dady** will be honored to present it to President Sara on your behalf. **We must receive your Love Gift by Friday, May 23.**

Let's show our Department President Sara, that the members of this Department truly appreciate all her hard work and dedication for a year well served.

Sincerely,

***Sandi Onstwedder***

Department Secretary

***Please tear here and enclose in your envelope and send to the  
Department Office at the address listed above.***

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**MAKE CHECKS PAYABLE TO: Sara Manke**

Auxiliary # \_\_\_\_\_ District # \_\_\_\_\_

President's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**MICHIGAN DEPARTMENT VFW AUXILIARY  
DISTRICT DELEGATES & ALTERNATES 2024-2025**

Auxiliary # \_\_\_\_\_ District # \_\_\_\_\_ Date \_\_\_\_\_

Membership at the time of Election \_\_\_\_\_ Number of Delegates Allowed \_\_\_\_\_

Allowed: One Delegate and One Alternate for each 15 members or fraction thereof in good standing at the time of election. District Delegates & Alternates must be elected at a regular meeting held **NO LESS** than 30 days prior to the District Convention. Mail to your District Secretary immediately after election. Keep one copy for your Auxiliary files

For District Sec. Use.

For District Sec. Use

DELEGATES	April /May	Aug /Sept	Nov /Dec	Jan. /Feb		ALTERNATES	April/ May	Aug /Sept	Nov/Dec	Jan/ Feb
1.						1.				
2.						2.				
3.						3.				
4.						4.				
5.						5.				
6.						6.				
7.						7.				
8.						8.				
9.						9.				
10.						10.				
11.						11.				

If additional lines are needed, please use the back of this form.

	Apr/May		Aug/Sept	Nov/Dec	Jan/Feb
2023-2024 President		2024-2025 President Name: Address:			
2023-2024 Sr. Vice President		2024-2025 Sr. Vice President			
2023-2024 Jr. Vice President		2024-2025 Jr. Vice President			

For District Sec. Use.

For District Sec. Use

DELEGATES	For District Sec. Use.					ALTERNATES	For District Sec. Use			
	Apr/May	Aug/Sept.	Nov/Dec	Jan/ Feb			April /May	Aug/ Sept	Nov/Dec	Jan/Feb
12.						12.				
13.						13.				
14.						14.				
15.						15.				
16.						16.				
17.						17.				
18.						18.				
19.						19.				
20.						20.				
21.						21.				
22.						22.				
23.						23.				
24.						24.				
25.						25.				
26.						25.				
27.						27.				

This is to verify that the following Delegates, Alternates and Officers have been elected to fill these positions.

\_\_\_\_\_  
 Auxiliary Secretary Signature

If you do not know at the time of the election who will be officers for the next administrative year, please leave blank and the District Secretary will get them at the Aug. /Sept. District meeting. District Secretary Name and address attached.

**MICHIGAN DEPARTMENT VFW AUXILIARY  
924 N. WASHINGTON AVE.  
LANSING, MI 48906-5136**

**DEPARTMENT DELEGATE AND ALTERNATE REGISTRATION FORM  
Department Convention 2024**

**AUXILIARY #** \_\_\_\_\_

**DISTRICT #** \_\_\_\_\_

**MEMBERSHIP AS OF FEBRUARY 28, 2024** \_\_\_\_\_

Please type or print clearly all the names of your Delegates/Alternates. If you need more room, please attach on separate sheet of paper. **One Delegate and One Alternate for each 30 members of fraction thereof** in good standing in the Auxiliary at the time of the election. **Must be elected no less than 30 days prior to the Department Convention.** Delegates serve for one entire year, from election of delegates to election of delegates.

**\*\*BE SURE TO CHECK THE BOX IN FRONT OF THE NAME IF ATTENDING CONVENTION. Printed credentials will be available for only those indicated by the X.**

	<b>X</b>	<b>DELEGATE</b>		<b>X</b>	<b>DELEGATE</b>
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

Number of Delegate Votes \_\_\_\_\_ Delegate Fee \$7.00 ea. \$ \_\_\_\_\_

President's Vote \_\_\_\_\_ President's Fee \$ 7.00

**TOTAL DELEGATES** \_\_\_\_\_ **TOTAL FEE DUE:** \$ \_\_\_\_\_

ALTERNATE FEES OPTIONAL

TOTAL ALTERNATES \_\_\_\_\_ ALTERNATE FEE \$7 EA \_\_\_\_\_

CHECK # \_\_\_\_\_ TOTAL PAID \_\_\_\_\_

**TOTAL FEES MUST BE PAID OR THE AUXILIARY IS IN ARREARS TO DEPARTMENT**

<i>For Office Use</i> Date form received:	Correct Amount – Y or N	Fees Owed:
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**ALTERNATES**

**\*\*BE SURE TO CHECK THE BOX IN FRONT OF THE NAME IF ATTENDING CONVENTION. Printed credentials will be available for only those indicated by the X.**

	<b>X</b>	<b>ALTERNATE</b>		<b>X</b>	<b>ALTERNATE</b>
1		Auxiliary President Name:	8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

**CERTIFICATION**

**We certify that the Delegates and Alternates listed have been duly elected to represent our Auxiliary at the 97<sup>th</sup> Annual Michigan Department VFW Auxiliary Convention, May 30- June 1, 2024.**

Signed: \_\_\_\_\_  
2023-2024 Auxiliary President

Signed: \_\_\_\_\_  
2023-2024 Auxiliary Secretary

\_\_\_\_\_  
2024-2025 President-Elect

**Article VI Departments, Section 602 Composition. In the absence of the Auxiliary President, the Auxiliary Senior Vice-President, or in their absence, the Auxiliary Junior Vice President, may be registered and function as a member of the Convention, but only one (1) Officer, in addition to Delegates, may represent any Auxiliary.**

**\*Senior and Junior Vice Presidents' Name are required.**

\_\_\_\_\_  
2023-2024 Senior Vice President

\_\_\_\_\_  
2023-2024 Junior Vice President

\_\_\_\_\_  
2024-2025 Senior Vice President Elect

\_\_\_\_\_  
2024-2025 Junior Vice President Elect

**\*\*Credentials will be available for pick up at the Credentials desk. If improper fees are received, the registering Delegates will be responsible for the delinquent fees.**

**COMPLETE IN ITS ENTIRETY; RETURN FORM AND FEES TO:**

**Michigan Department VFW Auxiliary  
924 N. Washington Avenue  
Lansing, MI 48906**





**NOT ACCEPTED BEFORE APRIL 1, NOR AFTER MAY 31**  
of the Current Calendar Year

**NATIONAL CONVENTION  
OFFICIAL DELEGATES AND ALTERNATES**

~~DO NOT SEND THIS FORM IN IF NAMES HAVE BEEN INPUT ONLINE~~

TO: National Secretary  
VFW Auxiliary  
406 West 34th Street, 10th Floor  
Kansas City, Missouri 64111

FROM: AUXILIARY NO. \_\_\_\_\_ DEPARTMENT OF \_\_\_\_\_  
AUXILIARY NAME \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_

Per Section 305 of the National Bylaws, "Delegates and Alternates to the National Convention shall be elected at the last regular meeting in April; one for each fifty (50) members or fraction thereof in good standing on March 31. The VFW Auxiliary Secretary shall provide the names of the Delegates and Alternates to the National Secretary, along with their membership ID number, within thirty (30) calendar days of the day of election" and no later than MAY 31. The Auxiliary Secretary is asked to input his or her Auxiliary's Delegate(s) and Alternate(s) online in MALTA via use of their respective membership ID number(s) and to print out a copy of the Delegate(s) and Alternate(s) for his or her records.

This is to certify that the Delegate(s) and Alternate(s) listed below were duly elected to represent our VFW Auxiliary at the upcoming National Convention on \_\_\_\_\_ based on the total VFW Auxiliary membership as of MARCH 31 in the MALTA System.

ID Number and Name ARE REQUIRED to complete this form.  
TYPE or PRINT NEATLY each Delegate's or Alternate's ID NUMBER and NAME.

~DELEGATE CREDENTIALS WILL BE ISSUED AT CONVENTION SITE UPON CHECK-IN.~

DELEGATES		ALTERNATES	
ID NUMBER	MEMBER'S FIRST AND LAST NAME	ID NUMBER	MEMBER'S FIRST AND LAST NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
(Auxiliary Secretary) (Address) (City, State & Zip Code)

**NOTE: This is a listing only. (NO CHECKS ARE TO BE INCLUDED WITH THIS FORM.)**

**District Secretary Listing for 2023-2024**

<b>District 4</b>	Michelle Stafford 17185 Sumpter Rd Belleville, 48111	E: <a href="mailto:stmic@att.net">stmic@att.net</a>
<b>District 5</b>	Lois Nollen 8832 Balboa Dr. Sterling Heights, 48313	E:
<b>District 6</b>	Ruth Later 236 Maple Run Mason, 48854	E: <a href="mailto:ruthlater6785@att.net">ruthlater6785@att.net</a>
<b>District 7</b>	Jennifer Walls 1100 S. Dalrymple St. Albion, 49224	E: <a href="mailto:jnwinnie@live.com">jnwinnie@live.com</a>
<b>District 8</b>	Cynthia Peto 4935 Bath Rd. Perry, MI 48872	E: <a href="mailto:ccpeto@yahoo.com">ccpeto@yahoo.com</a>
<b>District 9</b>	Jan Passmore 329 N. Knowlton Elsie, 48831	E: <a href="mailto:janione@frontier.com">janione@frontier.com</a>
<b>District 10</b>	Carol Worvie 1260 N. Gale Road Davison, 48423	E: <a href="mailto:cworvie@gmail.com">cworvie@gmail.com</a>
<b>District 11</b>	Victoria Bushong 5201 E. Valley Rd. Mt. Pleasant, MI 48858	E: <a href="mailto:vickiebushong@yahoo.com">vickiebushong@yahoo.com</a>
<b>District 12</b>	Wendi Hall 4849 Williams St. Montague, MI 49437	E: <a href="mailto:wendihall68@gmail.com">wendihall68@gmail.com</a>
<b>District 13</b>	Michelle Send 985 Kettle Lake Rd. Kalkaska, 49646	E:
<b>District 14</b>	Rena Petrocik 224 Water Street Negaunee, 49866	E: None
<b>District 15</b>	Elaine Archambeau 11445 DesRochers Road Pelkie, 49958	E: <a href="mailto:emarch@up.net">emarch@up.net</a>



## **FLAG PRESENTATION LINE UP FOR DEPARTMENT CONVENTION 2023**

Please bring your banners and American Flag.

1. Department with Sr. Vice, Sara Manke
2. District 10
3. District 7
4. District 11
5. District 9
6. District 5
7. District 4
8. District 6
9. District 8
10. District 12
11. District 13
12. District 14
13. District 15

If you have any questions, please contact Patriotic Instructor  
Carol Johnson [Cal4198@yahoo.com](mailto:Cal4198@yahoo.com) 517-712-4574

**MICHIGAN DEPARTMENT VFW AUXILIARY**

<b>District #</b>	<b>Auxiliary #</b>	<b>Date</b>
President		Phone (     )
Address		City
Zip	Email	
Sr. Vice President		Phone (     )
Address		City
Zip	Email	
Jr. Vice President		Phone (     )
Address		City
Zip	Email	
Secretary		Phone (     )
Address		City
Zip	Email	
Treasurer		Phone (     )
Address		City
Zip	Email	
Chaplain		Phone (     )
Address		City
Zip	Email	
Conductor		Phone (     )
Address		City
Zip	Email	
Guard		Phone (     )
Address		City
Zip	Email	
1 Year Trustee		Phone (     )
Address		City                      Zip
2 Year Trustee		Phone (     )
Address		City                      Zip
3 Year Trustee		Phone (     )
Address		City                      Zip

**Keep one copy of form for the Auxiliary President, send a copy to your District President and one to the Department Office.**