



# Michigan Department VFW Auxiliary Auxiliary Achievement/Circle of Excellence Guide Sheet 2023-2024 [www.vfwauxmi.org](http://www.vfwauxmi.org)

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***National Theme: Banding Together for our Veterans***

***Department Theme: Our Veterans, The Angels Among Us***

Congratulations on your election as President of your Auxiliary. The success of your Auxiliary depends on your leadership. As President, your officers and chairmen will look to you for guidance throughout the year. Being a President is a position of accountability, responsibility, and integrity. Every Auxiliary can earn Auxiliary Achievement, but it will take teamwork to accomplish the goals.

**COMPLETED ENTRY MUST BE POSTMARKED BY MAY 1, 2024.**

The top 20 Auxiliaries will earn Auxiliary Achievement Circle of Excellence. They will be selected on a point basis. In case of a tie, I will use the tie breaker points. Winning Auxiliaries will receive a \$50 check and a Citation of Merit.

Announcement and Presentation of the Auxiliary Achievement Circle of Excellence winners will be held at the 2024 Department Convention.

A special citation will be given to all Auxiliary Presidents submitting a report for this program.

Work as a TEAM toward the goals for each section. Complete as many of the listed tasks as possible and make the necessary donations.

## **TO BE NAMED WINNER OF AUXILIARY ACHIEVEMENT**

### **YOU MUST MEET THE FOLLOWING CRITERIA:**

1. Auxiliary **MUST** be represented at each of your own District Meetings.
2. Membership **MUST** be 95% by December 1, 2023.
3. All monies owed to the Department **MUST** be paid in full by March 31, 2024.
4. ALL audits **MUST** be received at the Department Office ON TIME.
5. Report **at least one (1)** time between May 1, 2023, and April 20, 2024, in each chairmanship (including Extension & Revitalization)
6. Report of Installation **MUST** be received in Department by July 15, 2023.
7. IRS form 990 report **MUST** be completed by November 15, 2023 and copy mailed to the Department Treasurer. (Unless your Auxiliary does long form, then notify Department)
8. This Questionnaire **MUST BE COMPLETED AND INCLUDED IN THIS REPORT.**

<b>SECTION ONE: PRESIDENTS LEADERSHIP</b>	<b>POINTS</b>	<b>EARNED</b>
President held a planning meeting	5	
Within 30 days of taking office, President provided financial information and membership report to the Post Commander, as required by Section 810 of National Bylaws	5	
Report of Installation entered online and/or sent to Department Secretary by July 15, 2023. Copy sent to Department and District.	10	
List of Chairmen sent to Department AND District Secretary by July 15, 2023	5	
Offices of President and Treasurer bonded for double the Auxiliary funds by August 31, 2023,	5	
President presided over 10 business meetings – 1 point per meeting	10 max	
President registered and attended ALL their own District meetings	15	
President, Sr. Vice, or Jr. Vice registered, signed in and attend the School of Instruction at Fall Conference	10	
President, Sr. Vice, or Jr. Vice registered for Mid-Winter Conference (Jan 2024)	10	
President signed up at least 1 new/rejoined member. Must have your member ID # on the application to achieve the point.	5	

**Maximum Points Section 1 – 80**

**Total Earned** \_\_\_\_\_

<b>SECTION TWO: AUXILIARY PARTICIPATION</b>	<b>POINTS</b>	<b>EARNED</b>
All Auxiliary officers' dues MUST be paid by December 15, 2023	10	
Achieved 100% PLUS 1 in membership by March 31, 2024	10	
Auxiliary actively participated and reported in Department Programs	10	
Auxiliary member other than the President registered/attended ALL OWN District Meetings	10	
At least one (1) member attend a training held by Department Officers	10	
Participated in the Department Presidents Special Project	5	

**Maximum Points Section 2 – 55**

**Total Earned** \_\_\_\_\_

<b>SECTION THREE: AUXILIARY DONATIONS/QUOTAS</b>	<b>POINTS</b>	<b>EARNED</b>
Donation to ALL Department Suggested Donations	10	
National Home Health & Happiness Quota paid to National VFW Auxiliary by December 31, 2023	5	
Auxiliary Program Pin monies paid by March 1, 2024	5	
Donation to the National Presidents Special Project	5	



