

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

Veterans of Foreign Wars Auxiliary

District Official Visit of Auxiliary Notice

Dear Madam/Mr. President _____,

I look forward to my visit with you and the members of _____.

I plan to be at your regular business meeting on _____ at _____.

You will notice that I am allowing an hour prior to the scheduled meeting time to allow for proper review of necessary documents listed below. This time gives me a special opportunity to meet you, the Secretary, Treasurer and at least one Trustee – optional but strongly recommended (please ask them to be present at the time listed above).

To assist you, please refer to the attached guidelines.

Madam/Mr. President, please have current books of Secretary and Treasurer present - even if the Secretary and Treasurer are not physically present - along with the following items:

SECRETARY

- Minutes book or Three-ring binder
 - Treasurer's report and copies of audits. All must be incorporated into the minutes
- With copy of Bond showing President and Treasurer bonded
- Roll call book
- Folder for newsletters and/or bulletins from current District President
- List of Auxiliary Chairmen

TREASURER

- Treasurers workbook
- Treasurers check book
- Receipt book
- Auxiliary seal (may be a stamp)
- Members record book
- Membership Roster showing current transmitted members and Life members
- 990N Filing and when sent to the Dept. Treasurer

TRUSTEE

- Folder/binder of Auxiliary audits noting when sent to Dept. Treasurer

Please confirm my visit plans.

Respectfully,

_____, District President

I may be reached by phone at _____ or email at _____.