



Michigan Department VFW Auxiliary Auxiliary Achievement Guide Sheet 2024-25

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National Theme: From Our Roots to Our Branches Extending Service to Our Veterans

Department Theme: Aspire to Inspire

COMPLETED ENTRY MUST BE POSTMARKED BY MAY 1, 2025

Auxiliaries will be chosen for the Auxiliary Achievement Circle of Excellence by a combination of the completion of achievements on this form and a brief description of your Auxiliary's accomplishments. Please keep a copy of this form handy, so throughout the year you can record what you did. That way at the end of the year filling this form out will be easier. To be considered for this achievement, it must be filled out and a short description of your year must be attached, then sent to me by May 1, 2025.

Winning Auxiliaries will get a \$50 check and a Citation of Merit, Special gift to the President and a Citation.

Any President who submitted this guide sheet but did not achieve the Circle of Excellence will receive a Citation and small gift.

The presentation will be made at the 2025 Department Convention.

I wish every President the best of luck in your pursuit for a place in Michigan's Circle of Excellence!

TO BE NAMED WINNER OF AUXILIARY ACHIEVEMENT, YOU MUST MEET THE FOLLING CRITERIA:

1. Auxiliary **MUST** be represented at each of your own District Meetings.
2. Membership **MUST** be 95% by December 1, 2024.
3. All monies owed to the Department **MUST** be paid in full by March 31, 2025.
4. ALL audits **MUST** be received at the Department Office ON TIME.
5. Report **at least one (1)** time between May 1, 2024, and April 20, 2025, in each chairmanship.
6. Report of Installation **MUST** be received in the Department by June 30, 2024.
7. IRS form 990 report **MUST** be completed by November 15, 2024 and copy mailed to the Department Treasurer. (Unless your Auxiliary does long form, then notify Department.)
8. This guide sheet **MUST BE COMPLETED**, along with a short description of your Auxiliary's accomplishments, and **MUST** be postmarked or emailed to me by **May 1, 2025**.

Auxiliary Achievement Program

Auxiliary # _____

District # _____

Auxiliary President's Name _____

Full Address: _____

Program Accomplishments

Section One: Presidents Involvement	Points available	Points earned
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, 2024. Copy sent to Department and District	10	
List of Chairmen sent to Department AND District Secretary by July 15, 2024	5	
President held a planning meeting	5	
Offices of President and Treasurer bonded for double the Auxiliary funds by August 31, 2024	5	
President presided over 10 business meetings	10	
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, or one given by Dept Officers	5 per person	
President, or line officer registered, signed in and attend the Mid-Winter Conference (Jan 2025)	10	
All Audits sent to Department on time	10	

Total Points Available: 90 -It's 5, 10, 15 per accomplishment or zero (0)

Earned in this section _____

Section Two: Membership Goals	Points available	Points earned
Formed membership committee of at least 5 members	5	
Sent out 1 st dues notices by 8/31/24	10	
Sent out 2 nd dues notice or contacted unpaid members by 11/30/24 (not applicable if already 100%)	5	
Achieved 100% by 12/31/24 plus 1	20	
Achieved 100% by 04/30/25 plus 1	10	
Held a membership drive, event or advertised more than once in a media outlet of your choice (social media, newspaper, etc)	5	

Total Points Available: 55 (it's 5, 10, 20 points apiece or 0) Earned in this section _____

Section Three: Auxiliary Participation	Points available	Points earned
All Auxiliary officers' dues MUST be paid by December 15, 2024	10	
Auxiliary actively participated and reported in ALL the Department Programs	10	
Auxiliary member other than the President registered/attended ALL THEIR OWN District Meetings	5	
At least 1 member other than an officer attended a training held by Department Officers (either at a conference or across the state)	5	
At least 1 member other than an officer registered at Fall or Mid-Winter Conference	5	
Auxiliary signed up at least 1 new/rejoined member. Must have a member ID # on the application	5	
Auxiliary completed at least one project, activity, or donation that benefits veterans by April 30, 2025	10	
Participated in Department President's Member Recognition Program	5	

Total Points Available: 55 (it's 5 or 10 points apiece or 0) Earned in this section _____

Section Four: Auxiliary Donations/Quotas	Points available	Points earned
Donation to ALL Department Suggested Donations	5	
National Home Health & Happiness Quota paid to National VFW Auxiliary by December 31, 2024	5	
Auxiliary Program Pin monies paid by March 1, 2025	5	
Donation to the National President's Special Project	5	
Donation to the Department President's Special Project	5	

Total Points Available: 25 (it's 5 points apiece or 0) Earned in this section _____

You must include a brief description of your activities, achievements, goals you and your Auxiliary accomplished, etc.... to be considered for Michigan’s Circle of Excellence. This is where you brag about yourself and your Auxiliary! (NO more than 2 pages- 1 is fine!) If you complete you will get 25 points.

In the table below, please just use a check mark if you reported in the chairmanship and in which quarter. This will be used for a tie breaker.

Section Five: Reporting in Programs Report at least once in each quarter	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter
Americanism				
Auxiliary Outreach				
“Buddy”® Poppy/VFW National Home				
Historian & Media Relations				
Hospital				
Legislative				
Membership				
Scholarships				
Veterans & Family Support				
Youth Activities				

One (1) point per check mark (40 extra points available) Total Extra Points Earned _____

Total Points Available 250 (40 extra points available if there is a tie)

Total Points Earned _____

Any questions please reach out to me in an email, and I can call you if you need me to!!

Debbie Scheetz
 Auxiliary Achievement Chairman
 24029 Joanne Ave
 Warren, Mi 48091
 586-945-1287
 Deb_scheetz@yahoo.com