

MICHIGAN DEPARTMENT VFW AUXILIARY

**NOTICE OF
Auxiliary Official Visit by the District**

TO BE READ ON AUXILIARY FLOOR

The Official Visit of Auxiliary No. _____, District _____ will be on _____
at _____ AM/PM.

As your District President, it is my responsibility to see that all Auxiliaries in this District are in good working order. This Official Visit is conducted to evaluate and report the progress made by your Auxiliary and to assist where needed.

It is mandatory that the following be available at Official Visit:

Secretary's Minutes Book	Treasurer's Ledger	Checkbook/Register
Proof of Filing of the 990	Receipt Book	Bingo Books
		Charity Accounts

I will review all the above at least one-half hour prior to the scheduled meeting time and will be available to answer any questions or concerns.

It is the responsibility of the District President or her/his representative to report an accurate assessment of your Auxiliary. The Department wishes to provide assistance to any Auxiliary in need so that they can be a healthy and viable entity. If you feel your Auxiliary needs additional training or assistance, please let your District know or call the Department Office at 517-487-3715.

If this Official Visit needs to be rescheduled, please contact me at _____ as soon as you receive this notice. Please **do not call the Department Office, as they cannot reschedule this Official Visit.**

PLEASE NOTE: If upon my arrival, the Official Visit cannot be conducted due to the Auxiliary's failure to be ready; and if the books are not present resulting in scheduling another Official Visit, **the Auxiliary will be responsible for the expenses incurred** (i.e. mileage and overnight lodging, if needed).

I look forward to my visit.

Loyally,

District President