

JUNE REMINDERS

- Flag Day - June 14 Fly your American and POW-MIA Flag
- Distribute new Guide Sheets
- Donation to Camp Trotter Scholarship Fund
- Send children to Camp Trotter
- Report of Installation entered into MALTA with copies to Department and District
- Attend Department Convention
- Submit to Post Commander the last quarterly audit report and membership status report (See Section 810 of the National Bylaws and Ritual

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductor/Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening, if following Traditional Meeting Outline

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate	Investigating Committee Named
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_____ Ch _____	_____
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2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications – Michigan Connection No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Veterans and Family Support

Americanism

“Buddy Poppy®”/VFW National Home for Children

Historian/Media Relations

Hospital

Legislative

Membership

Mentoring for Leadership

Scholarships

Youth Activities (includes Camp Trotter)

Other reports

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Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____

JULY REMINDERS

- July 4 - Fly your American and POW-MIA Flag
- Report of Department Convention Delegates
- Michigan Day at the National Home
- National Convention
- President and Treasurer Bond – Can be paid through MALTA – deadline is 8/31
- 1st Dues notice sent to members
- Second Quarter Audit ending 6/30 due August
- Report of Installation entered into MALTA with copies to Department and District (Deadline 7/31)
- All Program Chairmen reported by 7/31
- Attend District Meeting
- Third Quarter Audit – April, May, June (due to Department by August 15)

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AUGUST REMINDERS

- Report of National Convention Delegates
- Bond for President and Treasurer due 8/31
- Donation for Fall Conference Auction
- Camp Trotter Family Day
- Hospital Visits
- Membership Drive
- Attend District Meeting

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SEPTEMBER REMINDERS

- Suggested Donations to Department
- Labor Day – 1st Monday; Patriot’s Day – September 11
- National POW-MIA Recognition Day – 3rd Friday
- Membership
- Attend Fall Conference
- Attend District Meeting

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OCTOBER REMINDERS

- Report of attendees at Fall Conference
- VOD and Patriots Pen due to Auxiliary/Post by 10/31
- VFW National Home Health and Happiness send to VFW National Auxiliary (.10 cents per member)
- Third Quarter Audit ending 9/30 due November
- “Get Out the Vote”
- 2nd Dues Notice out to members
- All Chairmen Reported by 10/31
- Fourth Quarter Audit – July, August, September (due to Department by November 15)

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NOVEMBER REMINDERS

Attend District Meeting

1st Membership Awards - (National – 95% by 11/30; Department – 100% by 11/30)

VOD and Patriots Pen due to District by 11/15

990 due by 11/15 with copy to Department Office

Veterans Day – November 11

Thanksgiving – last Thursday of the month

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DECEMBER REMINDERS

- DUE COLLECTION OR DUES by personal calls, to be 100% paid by 12/31
- Membership Award - Department – 100% by 12/31
- President, Secretary and Treasurer MUST have due paid by 12/31
- Check Auxiliary Achievement to see if you are on track. Must be 95% by 12/31
- Pearl Harbor Day – December 7
- Christmas Day – Remember our Homeless Veterans

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JANUARY REMINDERS

- Start Collection of Delinquent Dues
- National Membership Award – 100% plus by 1/31
- Mid-Winter Conference – VOD and Patriots Pen Banquet
- Continuing Education Due to National by 2/15
- All Chairmen Reported by 1/31
- Fourth Quarter Audit ending December 31 due in February

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FEBRUARY REMINDERS

- Attend District Meeting
- Mid-Winter Conference report from attendees
- Continuing Education Scholarship due to National by February 15
- Program Pin Money due to Department March 1

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MARCH REMINDERS

Due March 31 –

National Home Health and Happiness sent to National VFW Auxiliary

Several Programs have due dates of March 31. Check Guide Sheets

Young Patriotic Art due to Auxiliary by March 31; Department by April 15

Must be 100% plus 1 by March 31 for Auxiliary Achievement Award

Election of District Delegates (to be completed 30 days prior to District Convention)

All Chairmen Reported (Program Reporting year ends April 20)

Auxiliary Achievement Due to Department Chairman by April 1

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APRIL REMINDERS

- Election of Officers
- District Delegates Elected if not done in March
- Department Delegates Elected and fee sent to Department
- National Delegates Elected and input into MALTA by May 31
- Auxiliary Patriotic Art winner due to Department Scholarships Chairman by April 15
- First Quarterly Audit ending March 31 due in May
- All Chairmen Reported by April 20
- Attend District Convention

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MAY REMINDERS

- Installation of Officers must be completed prior to the convening of the Department Convention
- Current Secretary inputs Report of Installation into MALTA and sends copy of Department and District. Completes listing of Chairman and sends to Department with copy to District. (See Section 806A of the National Bylaws and Ritual)
- Send Love Gift for Department President
- “Buddy®” Poppy Campaign
- Memorial Day (last Monday of the month)
- Attend District Convention

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