



Michigan Department VFW Auxiliary Auxiliary Achievement/Circle of Excellence Guide Sheet 2022-2023

www.vfwauxmi.org

Facebook Page: Kathryn Kirby

National Theme: Hands that Serve, Hearts that Care

Department Theme: Be the Anchor for Our Veterans, Hold Them Steady and Safe

Congratulations on your election as President for your Auxiliary. The success of your Auxiliary depends on your leadership. As President of your Auxiliary, your officers and chairmen will look to you for guidance throughout the year. Being a President is a position of accountability, responsibility and integrity. Above all, have pride in serving our veterans, youth and community.

“Always remember it’s nice to be important, but more important to be nice.”

COMPLETED ENTRY MUST BE POSTMARKED BY APRIL 1, 2023.

We will select the top **20 Auxiliaries** as First Place winners. They will be selected on a point basis. In case of a tie, we will use the tie breaker points.

Announcement and Presentation of the **Circle of Excellence** Auxiliary Achievement winners will be held at the 2023 Department Convention. Please check the convention agenda when it is available, for the date and approximate time of the Auxiliary Achievement presentations.

The top 10 Auxiliaries will receive a \$50.00 check. The next 10 Auxiliaries will receive a \$25.00 check. All Auxiliaries will receive a Citation of Merit.

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

Be one of the **TOP 20 Circle of Excellence** Auxiliaries. Work as a **TEAM** toward the goals for each program. Complete as many of the listed tasks as possible and make the necessary donations.

CIRCLE OF EXCELLENCE AUXILIARY ACHIEVEMENT PROGRAM

Auxiliary # _____

District # _____

Date Submitted: _____

Auxiliary President’s Name: _____

Address: _____

City/Zip Code: _____

Phone Number: _____

Auxiliary President’s Signature: _____

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, 2022.
3. All monies owed to Department **MUST** be paid in full by March 31, 2023.
4. ALL audits must be received at the Department Office **ON TIME**.
5. Report at least one (1) time between May 1, 2022 and April 1, 2023 in each chairmanship (including Chief of Staff).
6. Report of Installation must be received by Department and District by July 15, 2022.
7. IRS form 990 report must be completed by November 15, 2022 and copy mailed to Department Treasurer.
8. President and Treasurer **MUST** be bonded by August 31, 2022.
9. This Questionnaire **MUST BE COMPLETED AND INCLUDED IN THIS REPORT**.

SECTION ONE: PRESIDENT'S LEADERSHIP	POINTS	EARNED
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 the National Bylaws	3	
Report of Installation entered online and/or sent to Department Secretary by July 15, 2022. Copy sent to Department and District	10	
List of Chairmen sent to Department and District Secretary by July 15, 2022.	5	
Offices of President and Treasurer bonded for double the Auxiliary funds and property by August 31, 2022 – proof shown at District Official Visit	10	
2021 IRS 990 filed by November 15, 2022 with copy sent to Department and proof shown at District Official Visit	3	
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 attended the School of Instruction at Fall Conference	10	
President, Sr. Vice or Jr. Vice registered, signed in and attended the Mid-Winter Conference (Jan 2023)	10	
President signed up at least 1 new/rejoined member. Must have your Member ID# on the application to achieve the point	2	

Maximum Points Section One = 83

Total earned _____

SECTION TWO: AUXILIARY PARTICIPATION	Points	Earned
Auxiliary officers' dues must be paid by December 15, 2022	10	
Achieved 100% PLUS 1 in membership by March 31, 2023	10	
Auxiliary actively participated and reported in Department Programs (Must report every quarter)	10	
Auxiliary MUST complete at least one project, activity or donation that benefits veterans by March 31, 2023	10	

Auxiliary registered/attended ALL OWN District meetings	10	
At least one (1) member registered at Fall Conference	5	
At least one (1) member registered at Mid-Winter Conference	2	

Maximum Points Section Two - 57

Total Earned _____

SECTION THREE: AUXILIARY DONATIONS/QUOTAS	Points	Earned
Donation to ALL Department Suggested Donations	10	
Donation to Department President's Special Project	2	
National Home Health & Happiness Quota paid to National VFW Auxiliary by December 31, 2022	2	
Auxiliary Program Pin monies paid by March 1, 2023	2	
Donation to National Patriotic Art Escrow Fund (send donation directly to VFW National Auxiliary)	2	

Maximum Points Section Three – 18

TOTAL EARNED _____

SECTION FOUR: PROGRAM ACHIEVEMENT GOALS	Points	Earned
Americanism/Patriotic Instructor	9	
Auxiliary Outreach	5	
"Buddy" Poppy/VFW National Home	11	
Chief of Staff	6	
Historian/Media Relations	9	
Hospital	10	
Legislative	8	
Membership	10	
Mentoring for Leadership	4	
Scholarship	6	
Veterans and Family Support	7	
Youth Activities/Camp Trotter	13	

Maximum Points Section Three – 98

Total Earned _____

Total Program Achievement Points = 25

Total Earned _____

The 20 Auxiliaries with the highest points will be judged as the winners!

TIE BREAKER

100% plus in membership by December 31, 2022 (10 points) _____

1 point for each % or fraction over 100% on April 20, 2023 _____

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