



## Michigan Department VFW Auxiliary Extension & Revitalization Guide Sheet 2023-2024

[www.vfwauxmi.org](http://www.vfwauxmi.org)

Facebook Page: Chief of Staff-Michigan

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***National Theme: Banding Together for our Veterans***  
***Department Theme: Our Veterans, The Angels Among Us***

**Do you know the duties of the Department Chief of Staff?** The main duties are Extension (adding new auxiliaries) and Revitalization (assisting auxiliaries to get and stay Healthy).

The Chief of Staff for a Department is the main point of contact, particularly with the Unaffiliated (Bachelor) Posts. The Department Chief of Staff also works with the Department President, District Presidents, and Auxiliary Presidents to identify problems - **RED FLAGS** - in Auxiliaries and/or Districts and helps to create a plan to correct those problems. They make recommendations on improving auxiliaries.

**Under Extension, The Chief of Staff works with VFW Posts interested in instituting a new Auxiliary.** You can help in this process by contacting any unaffiliated posts in your District to provide them with information on the assets an auxiliary can have. If they show an interest, your next step is to contact the Department Chief of Staff. There are several items on the National Website that can assist you in this. Once we have instituted a new auxiliary we need to welcome, mentor, and recognize them.

**Healthy Auxiliaries are what will allow our organization to continue into the future.** Again, we need to make use of all the many items available on our websites. Know the 5 major things we need to do to be a healthy auxiliary...1. A minimum of 10 business meetings per year must be held, with a quorum (at least 5 members present). 2. By February 1<sup>st</sup> dues must be paid to at least 10 members. 3. Quarterly audits must be submitted in a timely manner. 4. Officers elected, installed, and reported to Department and National NO LATER THAN June 30<sup>th</sup>. 5. The offices of President and Treasurer MUST be bonded by August 31<sup>st</sup>. Make use of the Healthy Auxiliary Tool Kit. (These are 7 resources to allow auxiliaries to recognize and solve issues early). Pretty simple really, follow those by-law requirements, make use of the tips provided, and you are well on your way to good health.

While the Chief of Staff takes the lead in getting auxiliaries back to health, we all have a part in making sure each of us is a member of a Healthy Auxiliary. Make it your mission to see that your auxiliary gets and stays a healthy, active, and supportive part of our organization.

## **NATIONAL AWARD FOR MEMBERS**

\$25 VFW Store Gift Certificate to one member in each of the four Conferences who assisted the Department Chief of Staff in nurturing/strengthening a struggling Auxiliary and *utilized Building on the VFW Auxiliary Foundations* in their efforts. The Department Chief must complete and submit the required nomination form available in MALTA Member Resources to the National Chief of Staff by April 30, 2024.

\$25 VFW Store gift certificates will be mailed directly to the winning members from National Headquarters after the National Convention.

## **DEPARTMENT AWARDS** (To be presented at the 2024 Department Convention)

- ✓ A special gift to the organizer of NEW AUXILIARY instituted between July 1, 2023, and April 1, 2024.
- ✓ \$25 to each NEW AUXILIARY instituted between July 1, 2023, and April 1, 2024.
- ✓ A plaque to any Post instituting a NEW AUXILIARY between July 1, 2023, and April 1, 2024.
- ✓ A certificate of good health to all Healthy Auxiliaries
- ✓ \$10 to the Department member who is submitted by the Department Chief of Staff to the National Ambassador of who assisted them best in nurturing/strengthening a struggling Auxiliary while *utilizing Building on the VFW Auxiliary Foundations in their efforts*.

### **MEMBERSHIP CATEGORIES**

<b>#1</b> 10-36	<b>#2</b> 37-50	<b>#3</b> 51-68	<b>#4</b> 69-84	<b>#5</b> 85-98
<b>#6</b> 99-115	<b>#7</b> 116-139	<b>#8</b> 140-166	<b>#9</b> 167-237	<b>#10</b> 238 &OVER

<b>Achievements</b>	<b>Completed</b>	<b>Reported</b>
Did your Auxiliary utilize any of the Extension & Revitalization material/resources available in MATLA Member Resources		
Did your Auxiliary utilize the Department Chief of Staff for help, suggestions, and direction for your Auxiliary/member issues.		

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