SECTION 5: Awards and Incentives

AMVETS National Ladies Auxiliary provides incentive awards in all phases of service programs and membership promotion to recognize outstanding accomplishments by the Local Auxiliary, Department, and Individual member. These awards are presented annually at the National Convention.

NATIONAL AWARDS

AMVETS National Ladies Auxiliary provides incentive awards in all phases of service programs and membership promotion to recognize outstanding accomplishments by the Local Auxiliary, Department, and Individual member. These awards are presented annually at the National Convention. Many of the awards must be applied for and the entry forms are provided in the Convention Digest, which is published by the annual Mid-year NEC and mailed to Local Auxiliaries and Departments. It is IMPORTANT that all instructions be followed. Entries not conforming to specifications can be disqualified.

All awards, with the exception of membership contests, Department Scrapbooks and Local Scrapbooks, will be judged by the National Honors and Awards Committee. The winners will be announced during the Awards Ceremony at National Convention. In order to be eligible for National Awards, Departments must submit mid-year and year-end reports along with Revalidation Forms with EIN information reported on the form. Local Auxiliaries must have their Revalidation Forms with EIN information reported on the form to Headquarters as specified in the Convention Digest to be eligible for National Awards.

Most outstanding Department in all fields of service. Determined by the following:

- The Departments with the five largest percentage increases of total evaluation over total evaluation reported previous year will be awarded the following points from highest percentage gain to lowest: 10, 8, 6, 4 and 2 points.
- The Departments with the five highest evaluations divided by the total membership as of 5/31. Points will be awarded from greatest evaluation to lowest: 10, 8, 6, 4 and 2 points.
- The Department with the five highest percentages of Auxiliaries reporting (the number of Auxiliaries reporting divided by the total number of all Auxiliaries). Points will be awarded as 10, 8, 6, 4 and 2 points.
- In the case of a tie, the tie will be broken by year end summary sent to National Officer.

Duplicate awards will be given in the event of a tie of all Awards from National excluding those given by Past National President. National Certificates shall include the name of the recipient, Auxiliary number, and Department. Membership Chairman on all levels will be allowed to qualify for individual awards.

Membership Awards

Awards for Departments

National Auxiliary Award.....Largest numerical gain in membership by 5/31
National Auxiliary Award.....Largest percentage gain in membership by 5/31
National Auxiliary Award.....Largest percentage of renewals by 12/31
National Auxiliary Award.....Department organizing most new Auxiliaries by May 31
(in the event of a tie, the Department with the largest total of the most new members in the new Auxiliaries would be the winner)
National Incentive Awards…….Monetary award given to the Departments with the highest percentage of renewals (by December 31st)for the following classes:

Class A: 30 to 350 members
Class B: 351-700 members
Class C: 701-2,500 members
Class D: 2501- and above members

Monetary award given to the Department with the highest percentage of annual (new and renewals) by December 31st

Awards for Local Auxiliaries

Certificate of Merit .....Three (3) largest Auxiliaries by May 31

Awards for Individual Members

Pin (crystal).....Signing up 41 or more new members
Pin (gold) .....Signing up 26 to 40 new members
Pin (garnet).....Signing up 11 to 25 new members
Pin (emerald).....Signing up 10 or more new members

An application form is required for Awards for Individual Members. Application forms must be received by June 1. Check the Convention Digest for deadlines and details. If you do not enter, you cannot receive your award.

Child Welfare Awards

Awards for Departments

PNP Kathy Berning Award.....Department doing the most outstanding work in Child Welfare

Awards for Local Auxiliaries

PNP Leslie Wunderle Award.....Local Auxiliary doing the most outstanding service in their community, benefiting children 18 years of age and younger
PNP Dee Kreiling-Riley Award.....The most imaginative, interesting, and rewarding program for the benefit of the John Tracy Center
John Tracy Certificates .....***At the discretion of the program***

Community Service

Awards for Departments

PNP Lynda Taylor .....Department doing the most outstanding work in Community Service

Awards for Local Auxiliaries

PNP Linda McGriff Award.....Local Auxiliary doing the most outstanding work in Community Service
Blood Donor Certificate.....Local Auxiliary participating in a blood drive anytime during the year
Blood Donor Award.....Local Auxiliary for most participation in sponsored Blood Drive

Awards for Individual Members

Blood Donor Pin .....Member's first-time donation of 8 pints (1 gallon) of blood

PAWS With A Cause®…….. Founders Award given to the Department that donates the most amount of money to PAWS annually. Donations must be submitted through the Department to National Headquarters to be eligible for this award.

PAWS With A Cause® Certificates At the discretion of the program

Hospital Awards

Awards for Departments

PNP Barbara Guth Award .....Department with the most outstanding work in the Hospital Program

Awards for Local Auxiliaries

PNP Barbara Valley Award.....Local Auxiliary with the most outstanding work in the Hospital Program

Youth Certificates .....Awarded to youth volunteers participating in AMVETS Ladies Auxiliary hospital program

St. Jude Certificates ***At the discretion of the program***

VAVS Awards

National Award…….Presented to the Local Auxiliary and Department (excluding Regions and Districts) making the largest monetary contribution to the James H. Parke Scholarship Fund based on National Auxiliary records as of May 31st.

Americanism Awards

Awards for Departments

PNP Heidi Dineen-Serpis Award.....Department doing the most outstanding work in Americanism

Awards for Local Auxiliaries

PNP Patty Piening Award.....Local Auxiliary doing the most outstanding work in Americanism

Awards for Individual Members

National Award.....For the member doing the most outstanding work in Americanism

Founding Forward Certificates.....At the discretion of the program

AMVETS Individual Americanism Youth Awards

Flag Coloring Contest: Best Flag coloring submitted by a student in Kindergarten and 1st grade which addresses the theme. An entry form, supplied by AMVETS, must be attached to each entry.

Essay Writing Contest: Best essay, based on the current year's theme, submitted by a student in each of the following grades: 6th, 7th, 8th, 9th, 10th, 11th, and 12th. An entry form, supplied by AMVETS, must be attached to each entry. 9th grade winners go to the AMVETS "Spirit of America" Youth Conference held annually in November.

Poster Drawing Contest: Best poster, based on the current year's theme, submitted by a student in each of the following grades: 2nd, 3rd, 4th, 5th. An entry form, supplied by AMVETS, must be attached to each entry.

NOTE: All entries for the Individual Youth Awards must be submitted to AMVETS National Headquarters.

Scholarship Awards

Awards for Departments

PNP Charlene Kee Award .....Department having the largest percentage gain in contributions to Scholarship as printed in the Convention Book. No entry form required.

Awards for Local Auxiliaries

PNP Karin Simmons Award.....Local Auxiliary that best exemplifies the promotion of Scholarship activities. While no entry form is required, the Local Auxiliary must show evidence of conducting a scholarship program at the Local level and shall contribute to its Department and National funds for Scholarship. Verification shall consist of news articles, photographs, letters, and so forth.

SCRAPBOOK for Local Auxiliaries

PNP Amy Stopyra Award.....Most outstanding Local Auxiliary Scrapbook
PNP Marvell Ruppel Award .....Most unique cover of a Local Auxiliary Scrapbook

SCRAPBOOK for Departments

PNP Joan Sirek Award.....Most outstanding Department Scrapbook
PNP Evelyn McElvin Award.....Most unique cover of a Department Scrapbook

SHOW & TELL for Local Auxiliaries

PNP Carol King Award .....Local Auxiliary for the most outstanding project in any program. The entry must be in essay form, pictures, reports, etc. to be included. One entry per local.

Department of the Year – Presented by AMVETS National Ladies Auxiliary President

Most outstanding Department in all fields of service. Determined by the following:

- The Departments with the five largest percentage increases of total evaluation over total evaluation reported previous year will be awarded the following points from highest percentage gain to lowest: 10, 8, 6, 4 and 2 points.
- The Departments with the five highest evaluations divided by the total membership as of 5/31. Points will be awarded from greatest evaluation to lowest: 10, 8, 6, 4 and 2 points.
- The Department with the five highest percentages of Auxiliaries reporting (the number of Auxiliaries reporting divided by the total number of all Auxiliaries). Points will be awarded as 10, 8, 6, 4 and 2 points.
- In the case of a tie, the tie will be broken by year end summary sent to National Officer.

Auxiliary of the Year – Presented by AMVETS National Ladies Auxiliary Board of Trustees

Most outstanding Local Auxiliary in all fields of service. Entry form required. Judging is on a point system. Entry must be in booklet form, including information and material to substantiate program activities.

Member of the Year - Presented by AMVETS National Ladies Auxiliary

The member who has made an outstanding contribution to her Local Auxiliary. The entry is in essay form with pictures, etc. included.

Humanitarian Award

AMVETS Ladies Auxiliary annually recognizes, at the AMVETS Silver Helmet Banquet, an outstanding American citizen for her/his contributions to benefit the welfare and human spirit of citizens. Each Department is asked to submit the name of an individual(s) whose contributions, in its estimation, is indeed worthy of the award and who meets the established criteria.

Criteria:

- A person(s) may be considered who has been devoted to or provided exceptional leadership to the community or state in which she/he lives. The voluntary acts shall benefit the welfare and the human spirit of citizens.
- No member of AMVETS or AMVETS Ladies Auxiliary, or their immediate families, will be eligible.
- Any AMVETS Ladies Auxiliary Member, Local or Department shall submit the name(s) of an applicant to National Headquarters by the due date on the form. Neither age, sex, nor national origin shall be a deterrent.
- The nomination shall include:
  - The application form as distributed or available from National Headquarters.
  - 150-word (minimum) essay stating the reasons why the nominee(s) merits the award.
  - A picture of the nominee(s) attached to the essay.
  - The Department shall ascertain the availability of the nominee(s) to attend the national banquet.

- Deadline for submission to National Headquarters shall be ***July 15*** annually.

Judging of the award will be vested in the National Board of Trustees and the recipient will be announced at the Post-Convention NEC meeting, upon approval of the AMVETS Honors and Awards Committee.

JUDGING

The entry with the highest average will be judged the winner. The entry with the next highest average will be judged the runner-up. In case of a tie, a review of the projects will be the determining factor.

Service Awards

- Department and Local Auxiliary service awards are judged on the following point system unless otherwise noted: The five largest percentage increases of total evaluation over total evaluation reported previous year will be awarded the following points from highest percentage gain to lowest: 10, 8, 6, 4 and 2 points.
- The five highest evaluations divided by the total membership as of 5/31. Points will be awarded from greatest evaluation to lowest: 10, 8, 6, 4 and 2 points.
- The five highest percentages of Auxiliaries reporting (the number of Auxiliaries reporting divided by the total number of all Auxiliaries). Points will be awarded as 10, 8, 6, 4 and 2 points.
- In the case of a tie, the tie will be broken by year end summary sent to National Officer.

Department Scrapbook

I. Mandatory material (in this order)

a. Table of Contents
b. Name of Department**,** President**,** PRO/Historian, and Year
c. Officer's list (full name and position)
d. Pledge of Allegiance
e. Preamble (current)
f. Code of Ethics
g. Bylaws (up to date with National Parliamentarian's original signature)
h. Year-end Service Report Forms signed by NEC (electronic version accepted); each separately displayed with attachments, if needed

II. Contents

Contents should be pictures with names, newspaper clippings including newspaper name and date, certificates, awards, letters of recognition for community service, copies of reports, etc.

III. Judging criteria (100 points)

Content (Quality and scope of material).....25 points
Merit (Historical value or worth).....35 points
Conformance (Table of Contents followed closely).....20 points
Neatness (Layout or general make-up and internal appearance)....20 points

IV. Cover/external appearance

Judged separately

Local Auxiliary Scrapbook

I. Mandatory material (in this order)

a. Table of Contents

b. Local Auxiliary number, location of auxiliary city/town, Name of Department (i.e. Auxiliary #1, Boston, MA)
   President's Name
   PRO/Historian
   Year
c. Charter Members
d. Officers' List (full name and position)
e. Pledge of Allegiance
   Preamble (current version)
   Code of Ethics
f. Bylaws (up to date with Department Parliamentarian's original signature)
g. Year-end Local service reports signed by Local Auxiliary Chairman (electronic signatures accepted); each separately displayed with attachments, if needed

II. Contents

Contents may include awards, trophies, donations, projects, menus, programs, souvenir information or items, reports, newspaper clippings including newspaper name and date, pictures with names, etc.

III. Judging criteria (100 points)

Conformance (Table of Contents and theme followed closely) .....15 points
Presentation (Originality).....30 points
Neatness (Layout/general make-up and internal appearance) .....30 points
Merit (Historical Value or Worth) .....15 points
Miscellaneous (Menus, Invitations, Thank-you, Ads, Souvenirs,
Letters, etc.....10 points

IV. Cover/external appearance

Judged separately

Special Notes

- The Scrapbook should contain material for the current year.
- Letters of recognition for community services or other letters of appreciation from civic and like organizations will be considered as historical data.
- Pick any theme you like for your scrapbook **BUT** remember to carry this theme throughout your book.

Membership Year Bars

Departments and Auxiliaries can recognize members who have maintained continuous membership for a number of years.

Hospital Volunteer Pins

Hospital pins for 100 hours of service are awarded for actual hours spent in any hospital, or in direct contact with the patient.

Hospital Hours Bars

These bars are attached to the Volunteer Hospital pin to denote additional volunteer hours as follows:
300, 500, 1,000, 1,500, 2,000, 2,500, and 5,000 hours.

Hospital Volunteer Patch

This patch can be worn on the uniform of volunteers working in the name of AMVETS Ladies Auxiliary Hospital Program.

Pins and bars can be obtained from ***AMVETS National Quartermaster, P. O. Box 211, Lakeview, Ohio, 43331. Phone 1-800-454-3254/937-633-0356. Fax 937-633-0357. Website - www.amvetsnationalquartermaster.com***

★ SECTION 6: Meetings & Parliamentary Procedure

A meeting of AMVETS Ladies Auxiliary is a single gathering of its members in one room or area to transact business.

MEETINGS

Agenda for a Meeting

Call to Order .....President
Prayer .....Chaplain
Pledge of Allegiance .....Sergeant-at-Arms
Roll Call .....Secretary
Quorum (Establish that a quorum is present)

Minutes of Previous Meeting .....Secretary
Treasurer's Report .....Treasurer
Correspondence.....Secretary

Reports
Membership
Child Welfare
Community Service
Americanism Officer
Scholarship
Hospital
Report from the State Executive Committee Meeting
Other Reports: Ways and Means
Annual Dinner Committee
_____
_____

Unfinished Business
1. _____
2. _____
3. _____

New Business
1. _____
2. _____
3. _____
4. _____

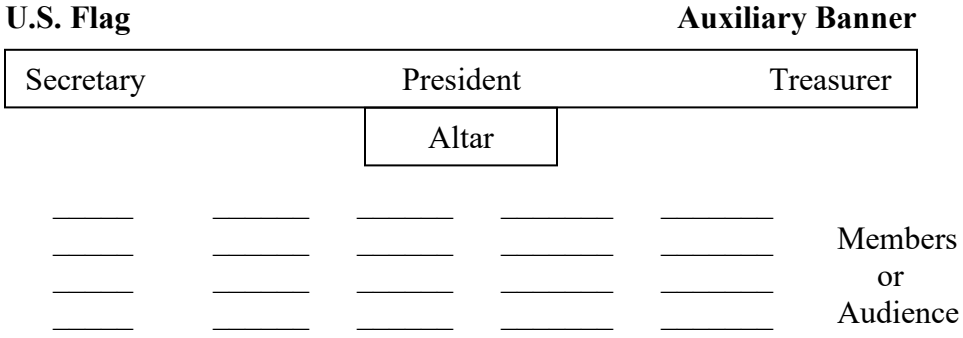
Nomination of Officers/Election of Officers to be included on the agenda at the appropriate meetings

Presentation of Bills
Announcements
Adjournment
Program
Refreshments

GAVEL CODE

X one (1) rap .....Calls order or seats the Auxiliary
XX two (2) raps.....Calls up the officers
XXX three (3) raps.....Calls up the entire Auxiliary

FLOOR PLAN FOR MEETINGS



SUGGESTIONS FOR CREATING INTEREST AND INCREASING ATTENDANCE AT MEETINGS

- Determine the special abilities and talents of each member and place them on committees where they can function to the best of their ability.
- Make sure everyone knows everyone else. This can be the work of the Hospitality Committee, but every member of the Auxiliary should be made to feel they are an important part of the entire group.
- See that your organization receives good publicity to create interest within your community and be responsible for getting items about the Auxiliary's activities to Department and National Public Relations Officers.
- Arrange occasional meetings with nearby Auxiliaries.
- Emphasize that the members, as an Auxiliary, are co-workers or partners with AMVETS. Stress the need for cooperation and unity.
- Keep business meetings as short as possible and arrange interesting programs diverse enough to appeal to all members. Observe Robert Rules of Order Revised.
- Keep meetings democratic. Encourage members to express their ideas and direct those ideas so they benefit the entire group.
- Urge members to attend Department and National Convention.
- Keep the purposes of AMVETS foremost in the minds and thoughts of the members and cooperate in Community projects.
- Be ready to join in social activities with the post.
- Have a Sunshine Committee whose duty it is to offer assistance in time of need. Thoughtfulness is rewarding.
- Begin and end your meeting with a prayer.
- Give ample notice of the time and place of meetings.
- Keep the members well informed of current programs and projects of the Auxiliary, as well as those of the Department and National.
- Special program suggestions:
  - Appoint a Program Chairman
  - Consider planning parties, films, magic acts, featuring local talent, craft demonstrations, hobby displays
  - Consider talks on travel (especially someone who has recently been abroad) – Civil Preparedness, Nutrition, Drugs, Child Welfare, Child Psychology
- Be sure that an account of the Auxiliary's meeting gets into the local newspaper and the Department and National News. If meetings are interesting, more people will come and continue to attend.

PARLIAMENTARY PROCEDURES

Principles

Parliamentary procedure is the application of Parliamentary Law in conducting the business of an organization. Its purpose is the harmonious conduct of business on a cooperative basis. It is designed to maintain order, to ensure justice and equality, to expedite business and to enable an organization to accomplish the objectives for which it was formed.

The principles upon which it is based are:

- Courtesy and justice to all
- Orderly consideration of one (1) subject at a time
- Rule of the majority
- Rights of the minority
- Partiality to none

The rules protect the rights of:

- the individual
- the majority
- the minority
- the absentee and
- the organization

They provide the means by which deliberative assemblies arrive at the minority opinion of those present by granting the right to debate impartially, and in the minimum amount of time. These rules should prevail in any organized group; and if they are followed, no injustice can occur.

Phrases

For the President:

- "This meeting will please come to order"
- "The secretary will read the minutes of the previous meeting"
- "The Chair recognizes…"
- "It has been moved and seconded that…"
- "The motion is not in order at this time…"
- "Please repeat the motion"
- "Those in favor of the motion signify by saying "Aye"
- "Those opposed say "No"
- "The "Ayes" have it: the motion is carried"
- "The "No's" have it: the motion is defeated"
- "If there is no objection the Chair will…"
- "If there is no further business, the meeting is adjourned"

For Members:

- Address the Chair as: "Madam Chairman," or "Madam President'
- "I move that…"
- "I move to amend the motion by…"
- "Is there a quorum present?"
- "I appeal the decision of the Chair"

- "I rise for a parliamentary inquiry"
- "I move to suspend the rules and take up…"

The Rights of Members:

- To expect meetings to start on time.
- To expect a well-run meeting.
- To attend meetings.
- To receive notices of meetings.
- To explain her motion.
- To request information from the Presiding Officer.
- To nominate.
- To be nominated.
- To vote.
- To abstain from voting.
- To vote for herself when she is a candidate for office.
- To inspect official records.
- To insist on enforcement of the rules of AMVETS Ladies Auxiliary.
- To know the motion and its effects before voting.
- To have a hearing before any penalty is imposed or being expelled.
- Cannot be compelled to vote.
- Cannot be assessed for any additional payments aside from dues unless provided for in the Bylaws.
- To raise a point of order when Presiding Officer overlooks mistake or an omission.

Every member of an organization enjoys the protection and privileges that Parliamentary Law provides; therefore, every member should understand the fundamental principles, and consider it a duty to be able to use them to take part in the effective participation. It is sometimes assumed that parliamentary knowledge is necessary only for officers, or for those who aspire to office. This is a mistaken idea. One of the requisites of a good officer is to have been a good member. A good member is one who not only attends meetings, pays dues promptly, works for the organization, but also takes a constructive part in the business meeting.

Knowledge and familiarity with these fundamentals will enable a Presiding Officer to conduct a business meeting with ease and dispatch. It will enable officers to be more effective in performing their respective duties and will assist members to participate in the proceedings of the meeting.

To know Parliamentary terms, to understand their usage and to be able to apply them at a meeting will bring individual satisfaction and will benefit the assembly. It is not enough for the President of a society to be familiar with them. Other officers, Chairmen and members should also have a clear comprehension of them and be ready to use them to permit the meeting to run smoothly and expeditiously.

Protocol

Under this title are included many suggestions to assist you in making certain you are doing things correctly. We could not begin to answer all the questions, which arise, but here are some answers to questions most often asked.

- Protocol is simply a matter of:
  - conducting the activities of the Auxiliary in the proper manner
  - recognizing the office a member holds
  - giving proper recognition to members of Allied Organizations

  - giving proper recognition to distinguished guests
  - conducting the activities of AMVETS Ladies Auxiliary (on every level) in such a manner and with such dignity as to command respect of our members, our guests, and our community.
- When a National or Department Officer visits an Auxiliary, meet your guest at the point of arrival and escort her to the meeting.
- During business meetings, always address the Presiding Officer as Madam President or Madam Chairman, never by her name.
- When distinguished guests are escorted to the rostrum, rise, and remain standing until the Presiding Officer indicates by the use of the gavel that you may be seated.
- If the National President is paying a visit to the Auxiliary and the Auxiliary is planning a reception in her honor, the receiving line should be arranged in the following manner:
  - Chairman of the reception
  - Local Auxiliary President
  - Department President [if present]
  - National President
  - Other National Officers
  - Other Department Officers
  - Local Auxiliary Officers
- Members of other organizations within the vicinity should be invited to meet the National President or Department President when they visit the Local Auxiliary.
- When you are honored with a visit from a member of an Allied Organization [another Veterans group or Patriotic organization] make sure they are greeted, made welcome, properly introduced and if time and occasion permits, asked to say a few words.
- When honoring a Gold Star Mother, it is proper to stand in silence showing your respect, however, when a Gold Star Mother presents "Greetings" of her organization it is proper to applaud.
- When the Auxiliary, on any level, is invited to attend a function of another Veterans group or Patriotic organization, see that a representative of the Auxiliary is in attendance. If it is impossible to arrange for the Auxiliary to be represented, make sure there is a letter or telegram at the function.
- When a speaker or a group is invited to perform for the Auxiliary, set a time that is convenient to them, for their appearance. Arrange the meeting so that the agenda is set for their appearance at the scheduled time. Remember to write and send a "Thank you" letter.
- When sending invitations to Allied Organizations to bring greetings to a Department/National Convention, include the time set for the greetings in the invitation. Also, be sure that all the Allied Organizations have been invited. It is customary to schedule the greetings of Allied Organizations during the second session of the Convention. Someone should be at the door to:
  - Greet the representatives
  - Secure their names
  - The name of their organization
  - Their office or the officer they are representing
- Write this information on a card and hand it to the Presiding Officer before she introduces the guest Representative. Having the information written on the card will make sure the Presiding Officer has the correct information and the guest is introduced properly.
- Proper recognition should be given to National, Department and Local Auxiliary Officers at all Auxiliary banquets, receptions, and other social functions.
- Joint functions of AMVETS and AMVETS Ladies Auxiliary shall be under the immediate jurisdiction of AMVETS.

MODEL SET OF BYLAWS

Bylaws of AMVETS Ladies Auxiliary of Post #___of_____, _____
City State

ARTICLE I – NAME

The name of this organization shall be AMVETS Ladies Auxiliary to AMVETS Post #____, of the Department of _____.
State

ARTICLE II – AIMS AND PURPOSES

The Aims and Purposes of this organization shall be to further the AMVETS Ladies Auxiliary programs according to the principles of the AMVETS Ladies Auxiliary Constitution.

ARTICLE III – MEMBERSHIP

The rules of membership shall be the same as set forth in the AMVETS Ladies Auxiliary Constitution.

ARTICLE IV – DUES

Annual dues of this Auxiliary shall be $_____, of which $_____ shall be sent to AMVETS Ladies Auxiliary Department of _____ as National and Department Dues. [Auxiliaries in unchartered Departments shall remit dues directly to AMVETS National Ladies Auxiliary Headquarters.] Life Membership shall be a one-time payment of $_____ of which $_____ shall be sent to AMVETS Ladies Auxiliary Department of _____ as National and Department portion of the Life Membership payment. *(Auxiliaries in unchartered Departments shall remit dues directly to AMVETS National Ladies Auxiliary Headquarters.)*

ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the elected officers who shall be charged with the administration of the affairs and property of this Auxiliary. The President shall be the Chairman of the Executive Committee.

ARTICLE VI – OFFICERS

Section 1: The Auxiliary shall elect officers as provided for in the Department Bylaws or as they appear in AMVETS National Ladies Auxiliary Constitution.

Section 2: The President, with the approval of the Executive Committee, shall appoint such officers as provided for in the Department Bylaws or Constitution of AMVETS Ladies Auxiliary.

Section 3: All nominations shall be made from the floor at a regular meeting held in the month of _____.

Section 4: Elections of Officers shall be held at the Annual meeting of the Auxiliary. This Annual meeting will be the next regular meeting following the nominations.

Section 5: Installation of officers may be held in conjunction with the AMVETS Post #_____. (Stipulate other if appropriate.)

ARTICLE VII – QUORUM

At all regular meetings _____ member(s) shall constitute a quorum.

ARTICLE VIII – MEETINGS

Section 1: Regular meeting of this Auxiliary shall be held the _____ day of each month.

Section 2: The Annual meeting shall be held the _____ day of _____.

Section 3: Special meetings may be called by the President or any four members of the Executive Committee with at least fifteen (15) days' notice to the members.

ARTICLE IX – DISCIPLINE & RIGHTS OF APPEAL

This is governed by the National Constitution Article XII.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular business meeting of this Auxiliary, provided that they have been presented at a prior regular business meeting.

ARTICLE XI – RULES

Robert's Rules of Order, latest edition shall govern the business of this Auxiliary not covered in AMVETS National Ladies Auxiliary Constitution, the Department of _____ Bylaws and the Bylaws of this Auxiliary.

It is…..
A motion when introduced
A question when being considered.
An order, mandate or decision when adopted.

PARLIAMENTARY LAW CHART

All of the Rules at a Glance

MOTION	Debatable	Amendable	Requires a Second	Vote Required	In Order When Another is Speaking	Can be Reconsidered	Motions to Which it Applies	Motions Which Apply to it
Time for Next Meeting When Privileged	No	Yes	Yes	Majority	No	No	None	Amend
Adjourn	No	No	Yes	Majority	No	No	None	None
Recess	No	Yes	Yes	Majority	No	No	None	None
Questions of Privilege (treat as Main Motion)	Yes	Yes	Yes	Majority	Yes	Yes	None	All
Orders of the Day	No	No	No	None: It takes 2/3 to postpone special order	Yes	No	Any special order	None: except to postpone orders
Appeal	No	No	Yes	Majority	Yes	Yes	Any decision of the chair	Lay on table Close debate Reconsider
Point of Order	No	No	No	None: Unless appealed, then majority	Yes	No	Any motion or act	None
Objection to Consideration of Question	No	No	No	2/3	Yes	Yes	Main questions/ questions of privilege	Reconsider
Reading Papers	No	No	Yes	Majority	No	Yes	None	None
Withdrawal of Motion	No	No	No	Majority	No	Yes	Any motion	Reconsider
Suspension of Rules	No	No	Yes	2/3	No	No	Any motion where needed	None
Lay on the Table	No	No	Yes	Majority	No	No	Main question, appeals, reconsider, question of privilege	None
Previous Question (close debate)	No	No	Yes	2/3	No	Yes	Any debatable motion	Reconsider
Limit or Extend Limits of Debate	No	Yes	Yes	2/3	No	Yes	Any debatable motion	Reconsider
Postpone to a Definite Time	Yes	Yes	Yes	Majority	No	Yes	Main motion, question of privilege	Amend, Reconsider, Limit or Close debate
Refer or Commit	Yes	Yes	Yes	Majority	No	Yes	Main motion,	Amend, Reconsider,

							question of privilege	Limit or Close debate

MOTION	Debatable	Amendable	Requires a Second	Vote Required	In Order When Another is Speaking	Can be Reconsidered	Motions to Which it Applies	Motions Which Apply to it
Amend	Yes	Yes	Yes	Majority	No	Yes	Main motion, limit, debate, refer, postpone, set time of next meeting	Amend Reconsider Close debate
Postpone Indefinitely	Yes	No	Yes	Majority	No	Yes	Main motion, question of privilege	Limit or Close debate Reconsider
Main Motion	Yes	Yes	Yes	Majority	No	Yes	None	All
Reconsideration	Yes, if motion to which it applies is debatable	No	Yes	Majority	Yes	No	Any motion except adjourn, suspend rules or lay on table	Limit debate Lay on table Postpone definitely
Rescind *	Yes	Yes	Yes	2/3 of member present: majority when notice to rescind was given at previous meeting	No	Yes	Main motions, Appeals, Questions of Appeal	All

***** – ***These are treated as if they were main motions***

THE PROCESS OF HANDLING A MOTION

Step	Sample Language
The member rises and addresses the chair	*"Madam President"*
The Chair recognizes the member	*"Sally Goodsmith"*
The member states her motion	*"I move that the Auxiliary donate $25.00 to the John Tracy Center."*
Without rising, another member seconds it	*"I second the motion."*
The Chair restates the motion and asks if there is any discussion	*"It has been moved and seconded that the Auxiliary donate $25.00 to the John Tracy Center."*
After discussion, the Chair calls for the vote ("Aye is pronounced "eye")	*"Those in favor signify by saying 'Aye.'* (Pause) *Those opposed, by saying 'No.'"*
The Chair announces the results of the vote	*The 'Ayes' have it. The motion is carried. The Auxiliary will donate $25.00 to the John Tracy.* or *The 'No's' have it. The motion is defeated.*

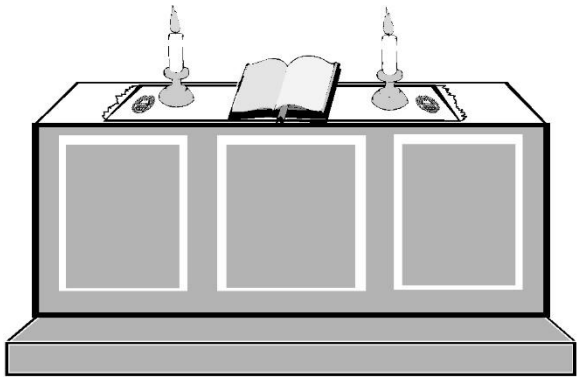
★ SECTION 7: Ceremonies

The ceremonies in this section can be adapted to befit the particular situation or need for which the ceremony is being conducted.

CEREMONIES

How To Prepare An Altar

In front of the Presiding Officer, facing the members assembled for the meeting, convention session or installation, place a small table covered with an appropriate colored tablecloth, preferably white. In the center of the table, place an altar cloth – white with gold fringe and the AMVETS Ladies Auxiliary emblem. In the center of the altar cloth, place a closed bible and two candles, one on either side. In the Bible should be placed a marker at the 91st Psalm.



OPENING CEREMONY FOR MEETINGS, INSTALLATIONS OR CONVENTIONS

Notes:

- The altar should be prepared.
- The Colors and Banner ready in the back of the room.
- The Flag stands are in position at the front of the room.
- The American Flag precedes any Flag or banner when entering or leaving the room.
- The American Flag is placed at the right of the presiding officer's chair.
- The Auxiliary Banner is placed at the left of the presiding officer's chair.
- The Flag and Banner are carried with the right hand in the lower position and the left hand in the upper position.
- The American Flag is carried straight up while the Banner is carried at a thirty (30°) angle.
- While the American Flag is in motion, members stand and place their right hand flat over their hearts with the elbow at a right angle – not resting on the body.

Presentation of the Colors

The President raps the gavel three times, which calls the group to order.

President: "Please rise"
The audience stands at attention and salutes the Flag as it is being brought down the aisle.

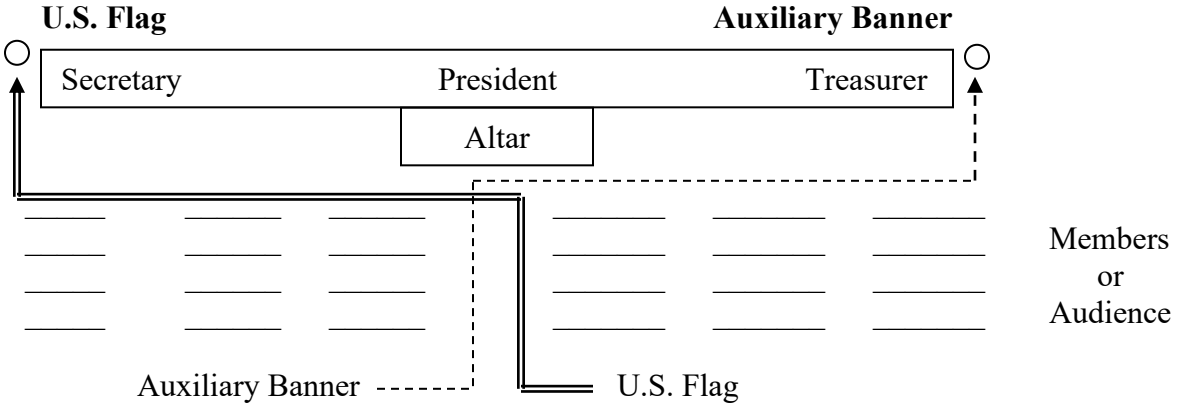
President: "Sergeant–at–Arms, present the Colors"
When the Presiding Officer calls for the Colors, the Sergeant-at-Arms comes to the center front, in front of the dais or head table.

Sergeant-at-Arms: "Color Guard, march forward"
When the procession reaches the point where they are at the first row of the audience

Sergeant-at-Arms: "Color Guard, halt"

Sergeant-at-Arms: "Color Bearers, place your Colors"
Each American Flag will cross to the left, in front of its Auxiliary Colors. The Auxiliary Colors will cross to the right, behind the American Flag and both Color Bearers will process to the Flag bases. Each Color Bearer holds the Colors while standing in front of the stand/s until:

Sergeant-at-Arms: "Post the Colors."



Presentation of the Colors

When posting the Colors, take care to drape both Flags so that they conceal the staff, and the tassels are in the front. The eagle on the American Flag should be facing the audience. Once the Colors are posted, the Flag Bearers take one step back, still facing the Flags, stand at attention and salute.

The Presiding Officer then asks the Chaplain for the opening prayer. The Chaplain comes to the microphone or the center front.

Chaplain: "Sergeant-at-Arms, please open the Bible"
The Chaplain waits for the Sergeant-at-Arms to come forward, open the Bible to the 91st Psalm, and steps back a few paces. The Chaplain gives the opening prayer and returns to her seat.

The Sergeant-at-Arms then leads the first verse of the National Anthem if requested by the Presiding Officer or a guest soloist can sing it. The Sergeant-at-Arms turns toward the American Flag and leads the Pledge Allegiance to the Flag.

When the President concludes the Opening Ceremony:

Sergeant-at-Arms: "Color Bearers, left and right face. Forward march."
Bearers come to the front of the podium and the Sergeant-at-Arms leads them to the back of the room.

The Bible remains open throughout the meeting, convention session or installation. With one rap of the gavel, the President seats the audience.

CLOSING CEREMONY FOR MEETINGS, INSTALLATIONS OR CONVENTIONS

Retirement of the Colors

After the decision has been made to adjourn the meeting, recess a convention session, or close the installation, the President or Master of Ceremonies will call on the Sergeant-at-Arms to retire the Colors.

President: "Sergeant-at-Arms, retire the Colors"
The Color Bearers are ready in the back of the room.

Sergeant-at-Arms*(who is at the center front in front of the podium or head table)*: "Color Bearers, advance to your Colors"
Color Bearers proceed down the center aisle in the order and procedure used when they presented the Colors and stand directly in front of their respective Colors.

President *(to the assembly)*:"Please rise. Color Bearers, secure the Colors."

Sergeant-at-Arms: "Color Bearers, hoist your Colors"
The Color Bearers remove their Colors from the stands and face the audience. The Flags are hoisted simultaneously and placed in carrying position.

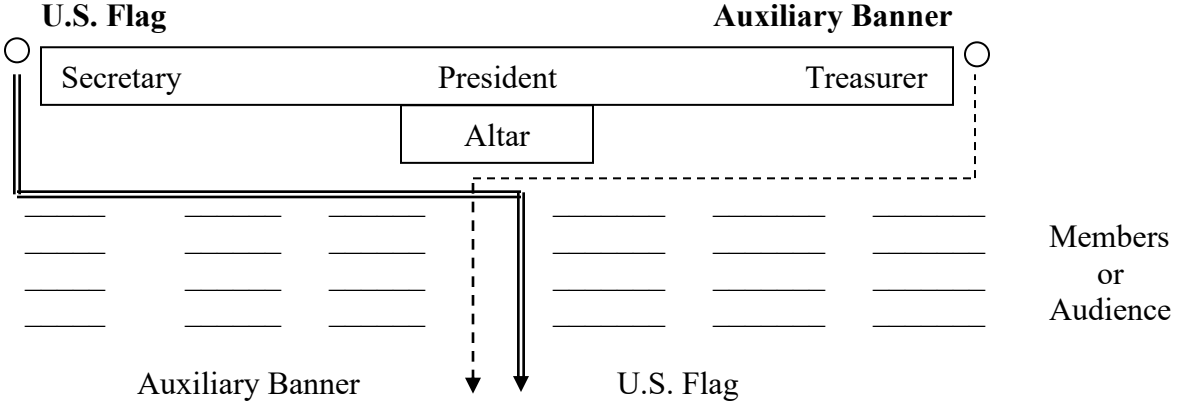
President: "Salute."

Sergeant-at-Arms: "Color Bearers, forward march."
Color Bearers proceed in front of the dais or head table to the center aisle and the Sergeant-at-Arms leads the procession down the aisle to the back of the room. As the Color Bearers reach the back of the room:

President: "Two"
Everyone in the audience returns to attention.

President: "The Chaplain will give the Closing Prayer/Benediction."
The Chaplain comes to the microphone or to the center front of the members assembled for the meeting, convention session or installation ***and gives the closing prayer****. Upon completion of the prayer, the Chaplain pauses for a moment.*

Chaplain: "Sergeant-at-Arms, please close the Bible"
When the Bible is closed and the Sergeant-at-Arms has stepped back a few paces, the Chaplain returns to her seat. The President then adjourns the meeting or convention session, or the Master of Ceremonies closes the installation.



Retiring the Colors

NEW MEMBER INDUCTION

President: "Sergeant-at-Arms, you will present the candidates to the Altar for the obligation"
The Obligation is given by the President.

President: "You will raise your right hand and repeat after me the following obligation, using your name where I use mine. I, _____, do in the presence of Almighty God and the members assembled here, promise and declare that I will always uphold and maintain the Constitution and Laws of the United States of America, and will always show the proper courtesies to our National Emblem and give it the love and devotion it merits. I will always uphold the character and integrity of any member of this organization and that I will do my best exemplify the principles of our Auxiliary. I further pledge that I will support and obey the Bylaws of the Local organization and those of the Department and National Auxiliary."

Chaplain: "Almighty God, as these candidates have taken the obligation of this Auxiliary, help them to meet each task as it comes to them, knowing that they are helping all citizens to live in closer relationship to God and their fellowmen. Bless them, O Lord, as they leave the Altar. Amen"

President: "It is my pleasure to present to you _____ as new members of this Auxiliary. May this be the beginning of a lifelong friendship." The Auxiliary will form a line and greet the new members.

President: "Sergeant-at-Arms, please escort the new members to the Secretary's desk to receive their membership receipt."

President: "Sergeant-at-Arms, please seat our new members." After the induction, the new member can be presented with an Induction Certificate, AMVETS Ladies Auxiliary membership pin, a copy of the AMVETS Ladies Auxiliary National Constitution or a copy of the Auxiliary's Bylaws, depending on the customs of the Auxiliary.

LOCAL AUXILIARY INSTALLATION

The Local Auxiliary may be installed by a Past Local Auxiliary President or current or past Auxiliary Department Officer, prior to Department Convention.

Installing Officer: "Sergeant-at-Arms, as I call their names, will you escort the newly elected officers to their positions for installation."
(Bang gavel three (3) times when the officers are approaching)

"Officers of AMVETS Ladies Auxiliary, you have been chosen by the members of this organization to serve as officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind, are you willing to assume the office to which you have been elected and to faithfully and impartially perform the duties of those offices to the best of your ability? If so, you will answer 'I am."

"Will you raise you right hand and repeat after me the oath of office: We the officers of AMVETS Ladies Auxiliary to Post #_____ do solemnly promise, upon our honor, and in the presence of this assembly, that as officers of this Auxiliary, we shall do all in our power to promote loyalty, peace and good will for our Country. We further pledge ourselves to support and uphold the Constitution and Bylaws of AMVETS Ladies Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles, we dedicate our service and ourselves."

*The Installing Officer may instruct and charge each officer in regard to her duties as stated on pages 103-104. Only **ELECTED** officers are installed. The Installing Officer will use only those "charges" needed for the officers, which are elected within the Auxiliary.*

"President-elect, will you take one step forward. You have been elected to the highest office, which this Auxiliary can bestow, by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and Bylaws. To you is entrusted the responsibility of upholding the great principles expressed in our Preamble."

"Will you raise your right hand and repeat after me the oath of office, using your name where I use mine. I, _____, do solemnly promise, upon my honor, and in the presence of this assembly, that as President of this Auxiliary I shall do all in my power to promote loyalty, peace, and good will for our Country. I further pledge myself to support and uphold the laws and constitution of AMVETS National Ladies Auxiliary and to observe these as now constituted or as they may be legally amended. To these principles I dedicate my service and myself."
(Bang gavel once (1) to sit.)

"Past President: To you, we express the gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past President's Pin, a symbol of the fine service you have rendered."

Presentation of gavel to the newly elected President

"With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of this Auxiliary, I present to you this gavel, your symbol of authority. May you use it wisely and well; always in the best interest of AMVETS and the Auxiliary."

(Bang gavel three times (3) to stand.)
"Will the members please rise. My fellow members, I hereby take pleasure in presenting to you your newly installed officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the officers and wish you success as you assume the duties of their offices."

Chaplain: "Almighty God, grant that those who are about to assume the duties as officers may be filled with understanding for the tasks before them. Give them the strength for their duties, grace for their trials and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN."

Installing Officer: "I hereby declare the Officers for AMVETS Ladies Auxiliary to Post #_____ for the year _____ to _____, duly installed. Members of the Auxiliary, I present _____, your new President."
(Bang gavel once (1) to sit.)

DEPARTMENT INSTALLATION

The Department Officers shall be installed by a Past Auxiliary Department President or past or current Auxiliary National Officer and shall assume their duties as provided for in its Bylaws.

Installing Officer: "Sergeant-at-Arms, as I call their names, will you escort the newly elected officers to their positions for installation."
(Bang gavel three (3) times when the officers are approaching)

"Officers of AMVETS Ladies Auxiliary, Department of _____, you have been chosen by the members of this Department to serve as officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind, are you willing to assume the office to which you have been elected and to faithfully and impartially perform the duties of those offices to the best of your ability? If so, you will answer 'I am.'"

"Will you raise you right hand and repeat after me the oath of office: We the officers of AMVETS Ladies Auxiliary, Department of _____, do solemnly promise, upon our honor, and in the presence of this assembly, that as officers of this Auxiliary, we shall do all in our power to promote loyalty, peace and good will for our Country. We further pledge ourselves to support and uphold the Constitution and Bylaws of AMVETS Ladies Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles, we dedicate our service and ourselves."

The Installing Officer may instruct and charge each officer in regard to her duties as stated on pages 103-104. Only ***ELECTED*** *officers are installed. The Installing Officer will use only those "charges" needed for the officers, which are elected within the Auxiliary.*

"President-elect, will you take one step forward. You have been elected to the highest office, which this Auxiliary can bestow, by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and Bylaws. To you is entrusted the responsibility of upholding the great principles expressed in our Preamble."

"Will you raise your right hand and repeat after me the oath of office, using your name where I use mine. I, _____, do solemnly promise, upon my honor, and in the presence of this assembly, that as President of this Auxiliary I shall do all in my power to promote loyalty, peace, and good will for our Country. I further pledge myself to support and uphold the laws and constitution of AMVETS National Ladies Auxiliary and to observe these as now constituted or as they may be legally amended. To these principles I dedicate my service and myself."
(Bang gavel once (1) to sit.)

"Past President: To you, we express the gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past Department President's Pin, a symbol of the fine service you have rendered."

Presentation of gavel to the newly elected President

"With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of this Auxiliary, I present to you this gavel, your symbol of authority. May you use it wisely and well; always in the best interest of AMVETS and the Auxiliary."

(Bang gavel three times (3) to stand.)
"Will the members please rise. My fellow members, I hereby take pleasure in presenting to you your newly installed officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the officers and wish you success as you assume the duties of their offices."

Chaplain: "Almighty God, grant that those who are about to assume the duties as officers may be filled with understanding for the tasks before them. Give them the strength for their duties, grace for their trials

and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN"

Installing Officer: "I hereby declare the Officers for AMVETS Ladies Auxiliary Department of _____ for the year _____ to _____, duly installed. Members of the Department, I present _____, your new President."
(Bang gavel once (1) to sit.)

NATIONAL INSTALLATION

Installing Officer: "Sergeant-at-Arms, as I call their names, will you escort the newly elected officers to their positions for installation."
(Bang gavel three (3) times when the officers are approaching)

"Officers of AMVETS National Ladies Auxiliary, you have been chosen by the members of this organization to serve as officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind, are you willing to assume the office to which you have been elected and to faithfully and impartially perform the duties of those offices to the best of your ability? If so, you will answer 'I am."

"Will you raise you right hand and repeat after me the oath of office: We the officers of AMVETS National Ladies Auxiliary do solemnly promise, upon our honor, and in the presence of this assembly, that as officers of this Auxiliary, we shall do all in our power to promote loyalty, peace, and good will for our Country. We further pledge ourselves to support and uphold the Constitution and Bylaws of AMVETS Ladies Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles, we dedicate our service and ourselves."

*The Installing Officer may instruct and charge each officer in regard to her duties as stated on pages 103-104. Only **ELECTED** officers are installed. The Installing Officer will use only those "charges" needed for the officers, which are elected within the Auxiliary.*

"President-elect, will you take one step forward. You have been elected to the highest office, which this Auxiliary can bestow, by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and Bylaws. To you is entrusted the responsibility of upholding the great principles expressed in our Preamble."

"Will you raise your right hand and repeat after me the oath of office, using your name where I use mine. I, _____, do solemnly promise, upon my honor, and in the presence of this assembly, that as President of this Auxiliary I shall do all in my power to promote loyalty, peace, and good will for our Country. I further pledge myself to support and uphold the laws and constitution of AMVETS National Ladies Auxiliary and to observe these as now constituted or as they may be legally amended. To these principles I dedicate my service and myself."
(Bang gavel once (1) to sit.)

"Past President, to you, we express the gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past National President's Pin, a symbol of the fine service you have rendered." (Installing Officer pins on the Past National President's pin)

Presentation of gavel to the newly elected President

"With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of AMVETS National Ladies Auxiliary, I present to you this gavel, your symbol of authority. May you use it wisely and well; always in the best interest of AMVETS and AMVETS National Ladies Auxiliary. I also pin upon you the National President's pin. May you wear it proudly yet humbly realizing you, as National President, represent one of the world's great service organizations, dedicated to the service of mankind."

(Bang gavel three (3) times.)
"Will the members please rise. My fellow members, I hereby take pleasure in presenting to you your newly installed officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the officers and wish them success as they assume the duties of their offices."

Chaplain: "Almighty God, grant that those who are about to assume the duties as officers may be filled with understanding for the tasks before them. Give them the strength for their duties, grace for their trials and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN"

Installing Officer: "I hereby declare the Officers for AMVETS National Ladies Auxiliary for the year _____ to _____, duly installed. Members of the Auxiliary, I present _____, your new National President."
(Bang gavel once (1) to sit.)

CHARGES OF OFFICE

The Installing Officer shall use the following "charges" that may apply to the proper level when it is appropriate for that level. Only ELECTED officers are installed.

Sergeant-at-Arms: You are responsible for the advancement of the Colors and for such duties as are set forth in the AMVETS National Ladies Auxiliary Constitution and for your loyal support to the President.

Chaplain: To you is given the spiritual and inspirational support of this Auxiliary. You shall offer prayer at the opening and closing of each official meeting/session and shall perform other such duties as required of your office.

Public Relations Officer and Historian: It is your responsibility to see that the activities and accomplishments of the Auxiliary receives proper recognition in the media. You are also responsible for forwarding the material to your Department and National Headquarters. You are further pledged to see that the Auxiliary gains and maintains a position of esteem in the community. The duties entrusted to you as Historian are of utmost importance. It is for you to preserve for posterity the development and accomplishments of the organization in an accurate manner.

Parliamentarian: Parliamentary Law is based on fairness and courtesy. With AMVETS National Ladies Auxiliary Constitution, your Department/Local Bylaws and Roberts Rules of Order, Newly Revised, as your authority, you are to see that the business of the Auxiliary is conducted in an orderly and courteous manner.

Liaison Officer: We of AMVETS Ladies Auxiliary are charged with the responsibility of carrying on our affairs in such a manner so that at all times we are a help to our parent organization, AMVETS. It becomes your responsibility to assist in coordinating the work of our two organizations as to maintain a friendly and cooperative attitude and for other duties as they may be outlined in the Bylaws.

Americanism Officer: You shall instill patriotism to the members and the community; promoting the American way of life, keeping the public reminded of the ideas of God, Country, and patriotic virtues.

Hospital/VAVS Representative: It shall be your duty to ensure all members are constantly aware of the necessity of hospital care services; cooperating with the Veterans Hospital to the fullest; and other duties as they may be outlined in the Bylaws.

Treasurer: Your election to this office signifies the trust the members of this Auxiliary/Department have placed in you. It shall be your duty to receive, from the Secretary, all monies belonging to the Auxiliary and account for same; pay bills, keep an accurate account of all receipts and expenditures; making a report as may be deemed necessary by the President, Executive Committee or Finance Committee.

Secretary: You occupy an important position around which the activities of the Auxiliary revolves. The success of the President's administration is determined by your cooperation. Your duties include recording proceedings of the Auxiliary/Department meetings; keeping all books needed to carry on the work of your office; to send and give notice of meetings; and to act as Secretary of the Executive Committee. You shall receive all funds of the Auxiliary/Department, record same and forward to the Treasurer.

District and/or Regional Officer *(Department only)***:** It shall be your duty to preside at all meeting of your District/Region. You shall familiarize yourself with the workings of the Auxiliaries within the District/Region; organize additional Auxiliaries wherever possible and to unify the work. You shall hold regular meetings and do all in your power to further the work of AMVETS National Ladies Auxiliary within the District/Region.

National Executive Committeewoman *(Department only)***:** You are the representative of the Department serving as a member of the National Executive Committee. You shall attend each session of the National Executive Committee, bringing a report from the Department and offering constructive suggestions to further AMVETS Ladies Auxiliary. You are charged with the responsibility of filing a complete report of each meeting with the Department so that the members may at all times be informed of the functioning of the Auxiliary.

Alternate National Executive Committeewoman *(Department only)***:** You are to assume the duties of the National Executive Committeewoman in her absence or disability. You shall be responsible for all duties assigned to the NEC Woman.

State Executive Committeewoman *(Local Auxiliary only)***:** You are the representative of your Auxiliary serving as a member of the State Executive Committee. You shall attend each session of the State Executive Committee, bringing a report from your Auxiliary and offering constructive suggestions to further your Department. You are charged with the responsibility of filing a complete report of each State Executive Committee meeting with your Auxiliary so that the members may at all times be up to date with the latest information of our organization.

Alternate State Executive Committeewoman *(Local Auxiliary only)***:** You are to assume the duties of the State Executive Committeewoman in her absence or disability. You shall be responsible for all duties assigned to the SEC Woman.

Vice Presidents: To the Vice Presidents belong the responsibility of acting for the President in her absence or disability and to cooperate in such other activities as she, or the Bylaws, may direct. You shall also serve as Chairman of the respective committees as outlined in the Bylaws.

CANDLELIGHT INSTALLATION OF OFFICERS

Materials Required

1. Gavel
2. Eight (8") inch yellow candles, enough for each officer including the Past President. (These candles may be tied with green ribbons or decorated with the White Clover)
3. Candle holders for each candle
4. Past President's Pin
5. List of Officers to be installed, with the officer's names and office. (This should be given to the Installing Officer)

NOTE: Unlighted candles are distributed to the officers before the ceremony, or if the Installation takes place at a banquet, they could be set at the places of the officers. Candle holders to be placed on a side table or on the dinner table, in which the lighted candles can be placed after the ceremony.

Installing Officer: "As I call your names, the newly elected officers will please come forward."

Calls the Past President, President, First, Second and Third Vice Presidents, Secretary, Treasurer, Chaplain, and Sergeant-at-Arms. The officers come forward carrying their unlighted candles in their left hand and form a line in order. When the colors are used, the Past President should stand next to the American Flag.

"Officers of AMVETS Ladies Auxiliary, you have been chosen by the members of the Auxiliary to serve as officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind, are you willing to assume the office to which you have been elected and to faithfully and impartially perform the duties of those offices to the best of your ability? If so, you will answer, *"I* am."

New Officers: "I am."

Installing Officer: "You will raise your right hand and repeat after me the oath of office: We, the officers of AMVETS Ladies Auxiliary to Post # ___, do solemnly promise, upon our honor, and in the presence of this assembly, that as officers of this Auxiliary, we shall so all in our power to promote loyalty, peace and good will for our Country. We further pledge ourselves to support and uphold the Constitution and Bylaws of AMVETS Ladies Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles we dedicate our services and ourselves."

If the officers are to be "charged" as stated on pages 101-103, each officer will take one step forward to receive the "charge" and then return to their place in line. The President and the Past President will walk up to and facing the Installing Officer to receive the gavel, etc. in their turn

Installing Officer *(to the Elected President)***:** "You have been elected to the highest office which this Auxiliary can bestow by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and Bylaws. To you is entrusted the responsibility for the success of this year's program and the duty of upholding the great principles

expressed in our Preamble. It is my privilege to present you, Madam President, with this gavel, the symbol of authority. May you use it with discretion and to the best interest of this Auxiliary."

The President returns to her place in line with the other officers

Installing Officer*(to the Past President)***:** "To you we express the gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now become my pleasure to present you with your Past President's Pin, a symbol of the fine service you have rendered."

The Installing Officer pins the Past President.

NOTE: The Installing Officers lights the candle of the Past President as she says the following:

"I light your candle as a symbol of the unselfish service and untiring effort you have given the Auxiliary in the past year." (The Past President transfers the lighted candle to her right hand and returns to her place in line with the other officers. The new President lights her candle from the Past President's candle transfers her lighted candle to her right band. The Past President then grasps the new President's right wrist with her left-hand retaining hold until the end of the ceremony. The other officers continue to do the same in order.)

"From it, the new President will light her candle dedicating herself to the continuance of these high ideals and so on down through the ranks each to the other the torch will pass, a living chain of light and service to humanity, through the principles of this organization. Hold it high, use it wisely, guard it well that it may never be extinguished."

"Will the member please rise" *(Installing Officer turns towards the assembly.)*

"My fellow members, I hereby take pleasure in presenting to you your newly installed officers. I trust that you will aid and cooperate with them in every possible way. (Turns back to the officers.) I extend congratulations to the officers and wish you success as they assume the duties of your offices.

Chaplain: "Almighty God, grant that those who are about to assume the duties as officers may be filled with understanding for the tasks before them. Give them strength for their duties, grace for their trials and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN."

Installing Officer: "I hereby declare the Officers for AMVETS Ladies Auxiliary to Post #____ for the year _____ to _____, duly installed. Members of the Auxiliary, I present _____ your new President."

The officers march off with their candle still lit and place them in the candleholders provided.

DRAPING THE CHARTER

AMERICAN VETERANS
WORLD WAR II, KOREA, VIETNAM
AMVETS AUXILIARY

Officers and members assemble before the charter when an Auxiliary is deprived of a member or officer by death. It is customary to drape the Auxiliary Charter for a period of mourning (two months). It is customary to drape the picture of a Past National President or National Officer at the National Meeting immediately following their passing.

President: "We have assembled tonight in loving memory of one who has been taken from our midst.

A precious one from us has gone.
A voice we love is stilled.
A chair is vacant in our Auxiliary
Which never can be filled."

"We have come to give by our simple token, official expression of the grief of this Auxiliary. May we bow our heads in prayer."

Chaplain: "Almighty God, with whom do live the spirits of those who depart hence in the Lord, and with whom the souls of the faithful after they are delivered from the burden of the flesh, felicity. We give Thee hearty thanks for the good examples of all those Thy servants, who have finished their course in faith, do now rest from their labors. And we beseech Thee, that we with all those who are departed in true faith of Thy Holy Name, may have perfect consummation and bliss, both in body and in soul, in Thy eternal and everlasting Glory, through our Lord. AMEN"

President: "We stand before the charter which gives our Auxiliary life and being. Under its authority devoted service was given by _____(Name of deceased). She contributed her best efforts in making a worthy Auxiliary. Her services on earth are ended, but the wonderful work and the results of her work and loyal efforts will go on forever, and will reflect honor to our Auxiliary, which she loved so well. It is therefore fitting that about our Charter we should drape the crepe of black, an expression of the sorrow that is in our hearts tonight, mourning of the AMVETS Ladies Auxiliary #_____ over its great loss. (Drape the Charter.) Now we will ask God's blessing for our departed friend and fellow member then go silently to carry forward the tasks to which she was giving so much when she answered the last roll call."

Chaplain: "O God, whose mercies cannot be numbered, accept our prayers on behalf of Thy servant departed, and grant her entrance into the land of light and joy in the fellowship of Thy saints; through our Lord, the God of peace who brought again from the dead our Lord, the Great Shepherd of the sheep, through the blood of the everlasting covenant; make you perfect in every good work to do His will, working in you that which is well pleasing in His sight; through our Lord, to whom be glory for ever and ever. AMEN."

Graveside Ritual for Auxiliary Member

1. For use at the grave. (Places have been left open where ideas fitting in with Local situations can be used, at the discretion of Auxiliary and Post)
2. Properties required:
3. Four (4) Flags or three (3) Flags and an Auxiliary banner
4. A Bible
5. Flowers plus a wreath.
6. Two (2) Flags -a banner and a Flag -are carried by two (2) members, color bearers, head the procession.
7. Directly behind these Color Bearers come the Auxiliary President and Chaplain, walking beside each other.
8. The President carries appropriate spray or wreath of flowers; the Chaplain carries the Bible.
9. Directly behind the President and Chaplain, marching two by two, have all members of the Auxiliary who wish to participate. Each member carrying whatever floral offering is desired.
10. Bringing up in the rear are two (2) other Flag bearers.
11. After meeting and forming in line at some selected place, the procession marches to the grave.
12. The President places her flower, after waiting until all the members in the procession have taken their places, with two (2) colors at the head and the other two (2) at the foot of the grave. The President and the Chaplain take their places at the head of the grave.
13. As the President places her wreath or flowers, she repeats distinctly,
14. "In memory of this one who will not return we place this wreath on the last resting place of our beloved member. Let us dedicate ourselves to the end. Let us pray."
15. The Chaplain repeats a suitable prayer, which may be followed by an appropriate poem.
16. Then all members who are participating in the ceremony walk past the grave placing upon the casket their floral offerings.
17. All again form a line behind the two (2) Flags; the President and the Chaplain lead the group in marching away.
18. Last two (2) in the procession shall be the Color Bearers.

Funerals Of Auxiliary Members

The Sergeant-at-Arms shall bring the colors to where the body lies, American Flag at the head, Banner at the foot of the coffin. Colors precede the coffin at all times. If a member has held a Department and/or National office, the colors of the Department and/or National shall be present if possible.

Military or AMVETS Funeral

Follow the instructions of the Local Provost Marshall.

Memorial Service for Departed Members

REQUIRED:

- Colors two (2) Flags, Optional
- one (1) red flower
- one (1) white flower
- one (1) blue flower
- Wreath or spray of evergreen

The group assembles outside, in another room or at the back of the room.

If the colors are used, they enter first, followed by one member carrying the red flower, one member carrying the white flower and one carrying the blue flower. Then follows the Chaplain carrying the wreath or spray of evergreen and then the President. The President followed by the members who enter two by two. Upon reaching the casket, the colors, if used, are held at the foot and head of the casket.
The Chaplain and the President stand side by side in front of the casket. The members arrange themselves as a background. Members taking part in the ceremony place the flowers of red, white, and blue as the President reads.

President: "The march of a Beloved Auxiliary Member is ended, her earthly sorrows and tears are over, and a place is left vacant in our Auxiliary. We are here to pay our last tribute to love. Life passes swiftly; like a cloud we are consumed and vanish away. As she was in life, so she is in death, in the hands of her Heavenly Father, where we all hope to join her in a fraternity unbroken."

President: "We place a wreath/spray of-evergreen (Chaplain places the wreath upon the casket) on behalf of the Auxiliary, as an emblem of undying devotion, and in it, this red blossom, emblematic of the blood shed by our Veterans; the white representing the purity of our departed friend: and the blue for her loyalty and undying devotion to our Country and our organization."

Chaplain: "Our Father we pray for Thy blessing on this service for our departed member. May the hearts of those who loved her and miss her daily presence be cheered; may we, encouraged by memory of her life, go forward to better works; to a truer and nobler loyalty; to greater usefulness to our Country and to those we promised to aid. Enlighten our understanding and bless our efforts, we ask in Thy Name. AMEN."

Following the Chaplain's prayer, the colors start out followed by the President and the Chaplain. Members taking part in the service and other members leave together in a body.

Service I

President: "At this time, we pause to pay tribute to the memory of our departed member." (Personal remarks by the President as to the service the deceased has rendered.) "Our Chaplain will place this tribute on the Altar in loving memory of _____." (Flowers may be used. or a gift of money to one of the Service Programs, to a hospital or any other appropriate remembrance.)

Vocal Solo: A favorite hymn or sacred song of the deceased.

Prayer By Chaplain: "Our Father, Who hast created us for Thy joy, teach us to know ourselves held in the hollow of Thy hand. Open our minds and our hearts so that in such measure as we are able, we may comprehend and trust the working of Thy Goodness in us. Be very near to the loved one of those who have gone and comfort them, as only Thou art able. Reveal unto them the tenderness of Thy sympathy and draw them close to Thyself in person of the sympathetic Savior in Whose name we pray. AMEN."

Service II

Setting: *An Altar on which is a lovely bouquet of vivid colored flowers interspersed with a few distinct white flowers and on each side a tall white candle.* ***Music****: Soft music throughout the entire service.*

The Chaplain, with open Bible in hand, takes her place at the back of the Altar, the pianist at the piano. Candle lighters wait at the rear of the room.

When the music begins, the candle lighters walk very slowly down the aisle, take their place at either side of the Altar facing the audience and stand motionless.

Chaplain: "At this time we pause in quietness and reverence, to pay tribute to the memory of our departed members. They contributed their best efforts and loyal devotion to the making of a worthy Auxiliary. Their services on earth are ended, but the wonderful work, and results of their work, will go on forever and will reflect honor to this organization which they loved so well."

"It is fitting that we express the sorrow in our hearts over the losses sustained throughout the organization and to pledge ourselves to carry forward the tasks in which they were lovingly engaged when they answered the last roll call. But we must not grieve as those without hope. Listen to these words of Helen Keller:

'Surely, we would not weep if some beloved friend has the good fortune to move from a humble and uncomfortable house to a mansion into which the sunlight had streamed, and whose grounds are a never-ending maze of beauty and wonder and delight. We would say that that was a fortunate friend, and a bit wistfully we would look forward to the time when we, too, might leave the burden of our daily tasks and join Him in His House of beauty and light.'

From The Scriptures:
"None of us liveth to himself, and none dieth to himself. For whether we live, we live unto the Lord: or whether we die, we die unto the Lord. Whether we live, therefore, or die, we are the Lord's."

"For unto this end Christ died, and lives again that He might be the Lord of both the dead and the living. Blessed are the dead, which die in the Lord; for they rest from their labors, and their works do follow them. And Jesus said: I am the resurrection and the life; he that believeth in me, though he were dead, yet shall he live; and he that liveth and believeth in Me, shall never die. Peace, I leave with you; My peace I give unto you; let not your heart be troubled, neither let it be afraid."

*Pause**:** Candle lighters light the candles and resume positions.*

Chaplain: "These candles are lighted in respectful affectionate memory of all our departed members. Candlelight is symbolic of loving remembrance which illuminates our lives and keeps our departed loved ones ever near us."

Precious ones from us have gone
Voices we loved are still.
There are vacant chairs in Auxiliaries
Which we can never fill.

"In the Memorial Bouquet before us, the vivid portion represents the vitality of the living; the white flowers symbolize the immortality of the souls of the dead. The design demonstrates and portrays the refining influence of sorrow. Just as the pure white flowers enhance and emphasize the beauty and message of the floral composition, so may our lives be enriched, purified, and blessed by the memory of our departed loved ones. May we ever be reminded and inspired to so live that when our summons comes, we may say with St. Peter: 'The time of my departure is at hand. I have fought the good fight; I have finished the course; I have kept the faith; henceforth, there is laid up for me a crown of righteousness, which the Lord, the righteous judge, shall give me at that day, and not to me only but to all them that have loved His appearing (II Tim. 6-8). We are admonished by Holy Writ to, 'Submit thy way unto the Lord trust also in Him. In keeping with this thought of submission, Rev. Father Tabb gives us this meditation in a poem:

The Weaver

My life is but a weaving
Between the Lord and me.
I cannot choose the colors
He worketh steadily.
Oft' times He weaveth sorrow,
And I, in foolish pride,
Forget He sees the upper
And 1, the underside.
Not till the loom is silent,
And the shuttles cease to fly,
Shall God unroll the canvas
And explain the reason why.
The dark threads are as needful
In the Weaver's skillful hand,
As the threads of gold and silver,
In the pattern He has planned.

Let Us Pray: "Almighty God, with whom do love the spirits of those who depart hence to the Lord, and with whom the souls of the faithful, after they are delivered from the burden of flesh, are in joy and felicity. We thank Thee for the good examples of all those Thy servants, who, having finished their course in faith, do now rest from their labors. And we beseech Thee, that we, with all those who are departed in the true faith of Thy Holy Name, may have perfect consummation and bliss, both in body and soul, in Thy eternal and everlasting glory, through our Lord. AMEN."

Candle lighters retire slowly to the rear of the room.

Music ceases.

Service III

1. White military cross with green base. (Wood cross covered with white crepe paper)
2. White flowers with long stems. (As many as there are names to be mentioned in the Memorial Service)
3. One (1) white sheet laid around the base of the cross gracefully.
4. Members from the Auxiliary who place the flowers are to be in white dresses or uniforms and wear Auxiliary caps.
5. Two (2) candles and holders to place on either side of the cross.
6. Divide the number of Auxiliary members in pairs and have them march down the center aisle or if preferred, have them march down the side aisles in single file, whichever plan is best suited to the hall. The members walk down the aisle/s very slowly with everyone in the hall standing. At one side of the cross stands the Chaplain on the other her assistant, the President, or some other dignitary, who will call the names or States (in National) or Post and Auxiliary numbers. As soon as the Auxiliary members carrying the flowers, are in their places on either side of the cross, facing the audience, the Chaplain says the following prayer:

Chaplain: "Almighty God, we have assembled here for the purpose of paying our last tribute of respect to the memory of those who have paid the supreme sacrifice for their country. No man or woman can render a higher service than to give his or her life that other might live. And, yet there are none of us so rich who cannot die, and none so poor who cannot find a final resting-place. Pride and humility, wealth, and poverty.

All become victims to the iron tooth of time and under the green sod shall find a common level. Let us all pledge to ever keep sacred His memory in our hearts. AMEN."

The assistant to the Chaplain then calls each name, State or Post/Auxiliary number and as she does, the members walk slowly up and places a flower at the foot of the cross in an artistic manner, then she returns to her place and stands at parade rest.

When all the flowers are in place, the Chaplain then gives the Memorial Prayer.

Chaplain: "Almighty God, our Heavenly Father in whom we live, move, and have our being, the giver of every perfect gift; our only refuge in time of need. Welcome to Thee in this hour of sorrow. We ask you to bless the family and friends of those departed comrades. May they be drawn closer to Thee by the tender chords of Thy Holy Will, and may this severe blow be softened to them by the hope that this separation is not forever. That he/she has only gone on before and in a few short years they shall be united. We ask Your blessings upon this organization whose highest aim is to render service in time of need, and bring us closer to one another in friendship, loyalty, and comradeship. AMEN."

All those participating in this service walk slowly back to their places in the audience.

AMVETS AND AUXILIARY MEMORIAL SERVICE

Follow the instructions of the Provost Marshall and/or AMVETS Chaplain.

Sometimes the Auxiliary Chaplain is asked to plan the Joint Memorial Service. Following is a suggested outline, which she can use or adapt in many different ways to create a beautiful service.

Joint Memorial Service

The Provost Marshall and the Sergeant-at-Arms will set the altar and will also check to see which Posts and Auxiliaries are prepared to give the list of their deceased members during the Memorial Service. A list of those Posts and Auxiliaries reading the list of its deceased members will be left on the podium for the Chaplains.

Background Music-Chant: Benedictine Monks of Santo Domingo De Silos

AMVETS and Auxiliary Chaplains will walk down the aisle slowly. Stop at the altar and light the candles. Then they will proceed to the dais.

AMVETS Chaplain: "These candles have been lit in respectful affectionate memory of all our departed members."

Auxiliary Chaplain: "Candlelight is symbolic of loving remembrance which illumines our lives and keeps our departed loved ones ever near us."

Precious ones from us have gone
Voices we loved are still.
There are vacant chairs in our Department
Which we can never fill.

AMVETS Chaplain: "At this time we pause in quietness and reverence, to pay tribute to the memory of our departed members. They contributed their best efforts and loyal devotion to the making of a worthy Post

or Auxiliary. Their services on earth are ended, but the wonderful work, and results of their work, will go on forever and will reflect honor to this organization which they loved so well."

Auxiliary Chaplain: "It is fitting that we express the sorrow in our hearts over the losses sustained throughout the organization and to pledge ourselves to carry forward the tasks in which they were lovingly engaged when they answered the last roll call."

Hymn: ***Make Me a Channel of Your Peace***

The Commander and President will walk down the aisle with the flowers and place the white flowers in vase. Background music-chant.

The Commander and President will have a spray of evergreen, white flower, red flower, and a blue flower.

AMVETS Chaplain: "In the Memorial Bouquet before us, the vivid portion represents the vitality of the living; the white flowers symbolize the immortality of the souls of the dead. The design demonstrates and portrays the refining influence of sorrow."

Auxiliary Chaplain: "Just as the pure white flowers enhance and emphasize the beauty and message of the floral composition, so may our lives be enriched, purified and blessed by the memory of our departed loved ones."

AMVETS Chaplain: "The Commander will place a spray of evergreen in the bouquet, as an emblem of undying devotion, and a red blossom, emblematic of the blood shed by our Veterans;"

Auxiliary Chaplain: "The President will place a white flower in the bouquet representing the purity of our departed friends: and a blue flower for their loyalty and undying devotion to our Country and our organization."

The Commander and President will then be seated at the head table.

Hymn: ***On Eagles' Wings***

ROLL CALL OF POST AND AUXILIARIES

AMVETS CHAPLAIN: **AUXILIARY CHAPLAIN:**

Post #	**Auxiliary #**
_____	_____
_____	_____
_____	_____
_____	_____

Post Commanders and Auxiliary Presidents will come forward and give the names of the deceased members from their Post and/or Auxiliary. If desired the Commanders and Presidents can light a candle and place a flower in memory of their deceased members. If the Memorial Service is being conducted in at public place, e.g., a hotel, then the Chaplain should check with the management to determine if it is permissible to use lighted candles and if so, what safety precautions need to be taken.

Auxiliary Chaplain: "Our Father we pray for Thy blessing on this service for our departed members. May the hearts of those who loved them and miss their daily presence be cheered; may we, encouraged by memory of their lives, go forward to better works; to a truer and nobler loyalty; to greater usefulness to our Country and to those we promised to aid. Enlighten our understanding and bless our efforts, we ask in Thy Name. AMEN."

AMVETS Chaplain: "Loving God, eternal in heaven, our hearts are lifted to You in prayer. We do so, Lord, in thanksgiving for the lives of our departed members who have contributed so much to AMVETS. We thank Thee Lord for the love they have given to their country, and the love they have given to their families and friends; a love that has enriched all our lives. We are most grateful that by the service they have given in the Armed Forces of the United States of America, we are truly a free people in a free land. May the love of God, which brings us comfort and peace, be with us always. AMEN"
TAPS

TRIBUTE TO POW'S AND MIA'S

Materials required:

- 1 small table covered with a white tablecloth
- 1 chair
- 1 place setting – plate, cup and saucer, bread plate
- 1 place setting of silverware
- 1 red rose
- 1 water glass
- 1 vase with a red ribbon tied around it
- 1 slice of lemon
- 1 small American Flag
- Salt
- 1 American Flag, folded
- 1 recording of Amazing Grace or other appropriate music

The small table is set for one person – the water glass is inverted – the red rose is placed in the vase with the red ribbon tied around the vase. The slice of lemon is placed on the bread plate and salt is sprinkled on the bread plate. The small American Flag is placed appropriately placed near the inverted glass. The table is spot lighted if possible. The music either CD or tape is in the player. The large American Flag is correctly folded.

One person is needed to read the Tribute and one person to carry the large American Flag.

The Tribute

Ladies and Gentlemen:

You may have noticed the small table set in a place of honor. It is set for one. This table is our way of recognizing those who are missing from our midst they are commonly called POW's or MIA's. We call them brothers. They are unable to be here with us, so we remember them.

This table for one is small – it symbolizes the frailty of one prisoner against his oppressors.

The tablecloth is white - symbolizing the purity of their intentions to respond to their country's call to arms.

The single rose displayed in a vase reminds us of the undying love and faith of the families and loved ones or our comrades in arms left behind.

The red ribbon tied so prominently on the vase is reminiscent of the red ribbon worn upon the lapels and breasts of thousands who bear witness to their unyielding determination to demand a proper accounting of our missing.

A slice of lemon is on the bread plate to remind us of their bitter fate.

There is salt upon the bread plate symbolic of the family's tears as they wait.

The glass is inverted – they cannot toast with us today. The chair – the chair is empty they are not here.

The small American Flag represents the unfailing patriotism of our comrades in arms and all AMERICANS who wait for their safe return.

Remember!!! All of you who served with them and called them comrades - you who depended on their might and aid and relied upon them – and you who live in freedom because of their sacrifices - pray for them and remember.

As soon as the reader has finished The Tribute the music starts and the person carrying the folded Flag walks slowly to the table -lays the Flag on the table – takes one step back – salutes – about faces and walks slowly away. Then the music ceases.

SELECTED PRAYERS

Opening Prayers

Our Father, we thank Thee for letting us gather here tonight to help our Veterans. Give us strength to carry on this great work which they have started. Bless the homes from which they came. Comfort those, Dear God, who have lost a loved one in this great conflict. Help them to know Thy will is best. Help us to follow those lines of action which bring peace, honor, and prosperity. And by Thy guidance lead us ever in the way that goeth upward. AMEN.

Almighty God, we invoke Thy blessings upon this group gathered for the noble purpose of serving Thee and their country. Grant us, we pray Thee, the strength, courage, and wisdom to use our energies and talents in the best interests of our nation and of the men and women who gallantly strive to protect it and keep it strong. We thank Thee for all the blessings, which Thou, in Thy great goodness has showered upon us. AMEN.

Invocation

Our Father, help us to keep our AMVETS purposes before us; to so live and act, that we shall ever bring glory to Thee and help those who served us and our country so well. Help us to grow in understanding and in doing so that through our efforts we may become better citizens in a better world. AMEN.

Closing Prayers

Dear God, in our coming and going, Our Father, guide us into useful ways, make our lives rich in friends and service. Be with us, O God, until we meet again. AMEN.

Our God and Father, we thank Thee for the inspiration and fellowship, which we have, been privileged to enjoy at this gathering. May we go forth from here with renewed strength and determination to continue our efforts to keep our country a happy and secure one in which we live. Be with us always, we pray Thee, so that our noble endeavors may be blessed with success. AMEN.

Benediction

Dear God, as we go forth to our individual tasks, give us courage, strength, patience, and that wisdom which cometh from above. Help each of us, Gracious Father, to live in such a way that others may see our good works and glorify Thee, our Father. Bless the young, the aged, the sick and the troubled. Let us live to be of service to Thee and our fellowmen. AMEN.

Memorial Prayers

Almighty God, our Heavenly Father, in whose hand are the living and the dead: we give thanks for all Thy servants who have laid down their lives in the service of our country. Grant to them Thy tender mercy and the light of Thy presence, that the good work which Thou hast begun in them may be perfect. Deal graciously, we pray Thee, with all who mourn, that casting every care on Thee they may know the consolation of Thy love. AMEN.

Almighty God, our Heavenly Father, in whom we live and move and have our being. The Giver of every good and perfect gift, our only refuge in time of need, welcome to Thee in this our hour of sorrow. We ask You to bless the family and friends of this departed comrade. May they be drawn closer to Thee by the tender chords of Thy Holy Will, and may this severe blow be softened to them by the hope that this separation is not forever. That they are only gone before and in a few short years they shall be reunited. We ask Your blessings upon this organization whose highest aim is to render service in time of need and bring us closer in friendship, loyalty, and comradeship, forever. AMEN.

Memorial Day Prayer

I speak for every mother who saw her son go away from her home to the awful uncertain war. I speak for every wife who struggled to maintain her home, care for her little ones, to strengthen her love for the man she prayed would return to her unhurt by the awfulness of war. I speak for every woman whose heart went away to war with the man she loved. I speak for every woman, who suffered worse than death, when word came to her, and she knew her loved one would never return, that he had made the supreme sacrifice. I speak for America's womanhood. In memory of every man who paid that awful price, lest We Forget, that America may never forget, I place this wreath, in humility, in gratitude, in love. May they rest forever in the bosom of God's love. AMEN.

A Soldier's Prayer

(This prayer was reported to have been found on the body of a Confederate soldier.)

I asked for strength that I might achieve –
I was made weak that I might learn to obey.
I asked for help that I might do greater things –
I was given infirmity that I might do better things.

I asked for riches that I might be happy –
I was given poverty that I might be wise.

I asked for power that I might have the praise of men –
I was given weakness that I might feel the need of God.

I asked for all things that I might enjoy life –
I was given life that I might enjoy all things.

I got nothing I asked for –
But everything I hoped for.

Almost despite myself, my unspoken prayers were answered.
I am, among all men, most richly blessed!

A Prayer for Success

LORD, behold our family here assembled.
We thank Thee
for this place in which we dwell;
for the love that unites us;
for the peace accorded us this day;
for the hope which we expect the morrow;
for the health, the work, the food, and
the bright skies, that make our lives delightful;
and for friends in all parts of the earth.
Let peace be abound in our small company.
Purge out of every heart the lurking grudge.
Give us grace and strength to forbear and to persevere.

Offenders, give us the grace to accept and to forgive offenders.
Forgetful ourselves, help us to bear cheerfully the forgetfulness of others.

Give us courage and gaiety and the quiet mind.
Spare us to our friends, soften us to our enemies.
Bless us, if it may be, in all our innocent endeavors.
If it may not,
give us the strength
to encounter that which is to come,
that we be brave in peril,
constant in tribulation,
temperate in wrath and
in all changes of fortune,
down to the gates of death,
loyal and loving one to another.

As the clay to the potter,
as windmill to the wind,
as children to their sire,
we beseech of Thee this help and mercy for
Christ's sake.

—Robert Louis Stevenson

Grace

Oh, heavenly Father,
We thank Thee for food
And remember the hungry.

We thank Thee for health,
And remember the sick.
We thank Thee for friends,
And remember the friendless.
We thank Thee for freedom,
And remember the enslaved.
May these remembrances stir us to service –
That Thy gifts to us may be used for others.
AMEN. *—Author Unknown*

Serenity Prayer

God, grant me the
Serenity to accept the things
I cannot change;
Courage to change the things I can, and
Wisdom to know the difference.

Living one day at a time;
Enjoying one moment at a time;
Accepting hardship
As the pathway to peace.
Taking, as He did,
This sinful world as it is
Not as I would have it.

A Soldier's Prayer

Lord, bless the wives who grieve alone,
And comfort the mothers who mourns their own
Give solace to the fathers who lost their sons
On foreign shores and in places unknown.
Lord, strengthen the resolve of we who remain
To see that they did not die in vain.
—Maj. Gen. James R. Middleton

FLAG PROTOCOL AND INFORMATION

How to Display the Flag

Respect the Flag and accord it the courtesies to which it is entitled by observing the following rules, which are in accordance with the practices, approved by leading Flag authorities:

- The National Flag should be raised and lowered by hand. It should be displayed only from sunrise to sunset, or between such hours as may be designated by proper authority. Do not raise the Flag while it is furled. Unfurl then hoist quickly to the top of the staff. Lower it slowly and with dignity. Place no objects on or over the Flag. Various articles are sometimes placed on a speaker's table covered with a Flag. This practice should be avoided.
- When used on a speaker's platform, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in church or public auditorium, the Flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other Flag so displayed should be placed on the left of the speaker or to the right of the audience.
- Do not use the Flag as a portion of a costume or athletic uniform. Do not embroider it upon cushions or handkerchiefs nor print it on paper napkins or boxes.

- When displayed over the middle of the street the Flag should be suspended vertically with the union to the north on east and west streets or to the east on north and south streets.
- When displayed with another Flag from crossed staffs, the Flag of the United States of America should be on the right, (the Flag's own right and its staff should be in front of the other Flag).
- When it is to be flown at half-mast, the Flag should be hoisted to the peak of the staff for an instant then lowered to half-mast position; but before lowering the Flag for the day it should again be raised to the peak. By half-mast is meant hauling down the Flag to one half the distance between the top and bottom of the staff. On Memorial Day display the Flag at half-mast until noon, then hoist it to the top of the staff.
- When Flags of states or cities or pennants of societies are flown on the same halyard with the Flag of the United States of Americas, the latter should be at the peak. When flown from adjacent staffs the Stars and Stripes should be hoisted first and lowered last.
- When the Flag is suspended over a sidewalk from a rope, extending from house to pole at the edge of the sidewalk, the Flag should be hoisted out from the building, toward the pole, union first.
- When the Flag is displayed from a staff projecting horizontally or at any angle from a windowsill, balcony or front of a building, the union of the Flag, should go clear of the peak of the staff, (unless the Flag is to be displayed at half-staff).
- When the Flag is used to cover a casket, it should be so place that the union is at the head and cover the left shoulder. The Flag should not be lowered into the grave nor allowed to touch the ground.
- When the Flag is displayed in a manner other than being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be the uppermost and to the Flag's own right, which is the observer's left. When displayed in a window it should be displayed in the same way, that is, with the union or blue field of the left of the observer in the street. When festoons, rosettes or draping's are desired, bunting of red, white, and blue should be used, but never the Flag.
- When carried on a procession with another Flag or Flags, the Stars and Stripes should be either on the marching right, or when there is a line of other Flags our National Flag may be in front of the center of that line.
- When a number of Flags of states or cities or pennants and banners of societies are grouped and displayed with our National Flag, the later should be at the center or at the highest point of the group.
- When the Flags of two (2) or more nations are displayed, they should be flown from separate staffs of the same height and the Flags should be approximately the same size. International usage forbids the display of the Flag of one (1) nation above that of another nation in time of peace.
- A federal law provides that a trademark cannot be registered which consists of, or comprises among other things, "the Flag, Coat-of-Arms or other insignia of the United States, or any simulation thereof."
- Take every precaution to prevent the Flag from becoming soiled. It should not be allowed to touch the ground or floor nor brush against objects.
- When the Flag is used in unveiling a statue or monument, it should not be used as a covering of the object to be unveiled. If it is displayed on such occasions, do not allow the Flag to fall on the ground, but let it be carried aloft to form a feature of the ceremony.
- On all suitable occasions repeat the pledge to the Flag: "I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all."

Parades

When marching in parades, the Sergeant-at-Arms shall carry the American Flag and appoint someone else to carry the AMVETS Ladies Auxiliary banner. Color Guards may be used. That means a person on each

side of the color bearers. White Gloves shall be worn for all formal occasions. Follow the instructions of the Parade Marshall.

Proper Care of the Standards

In caring for the Standards, it is now permissible to wash Flags by immersing in lukewarm suds and dipping up and down. Never rub surfaces. If simple immersing does no remove stains, do not rub surfaces together. Hang to dry in the same manner as for display. Never iron Flags.

After the meeting, Sergeant-at-Arms stores the colors. When colors are not in use, keep in a cool, dry place. If Flags get wet during a parade or any other outdoor occasion, be sure they are thoroughly dry before being rolled up and put away.

Proper Disposition or Permanent Retirement of the Colors

There are two (2) methods of disposing of the Standards, depending upon the material of the Flag.

The cotton or "all purpose" Flags, better known as the "outdoor Flags" are burned. Preparations include a clean, fresh fire of red-hot ashes. The Flag is folded in regulation fold known as "The Colonial Hat" or the "Triangular" fold. It is then placed on a peal or clean flat board, pushed into the fire, and turned over and burned.

The silk or woolen Flags better known as "Regimental Standards" are retired in the following manner:

- By thorough cleaning
- Prepared for casing, and
- Properly cased in glass cases for display purposes.

If the Flag is not to be displayed, it may be encased in glass or plastic tubes for storage. Cases used are to be dust proof. These Flags are never burned.

Ceremony for Disposition

Flag or Flags should be prepared in advance (according to material of the Flag, see above instructions).

Suggested ceremony:

- Invocation
- Presentation of Colors
- Pledge of Allegiance
- Message regarding the Flags being retired by Chairman or an invited dignitary
- Official burning or placing of encased Flag
- Benediction

Dedication of Colors

The Sergeant-at-Arms shall present the colors, just as she does at a regular meeting. The Dedicating Officer may be any Local Past President, Department or National Officer of AMVETS or AMVETS Ladies Auxiliary, or any officer holding office at the time of the dedication. She or he may make some prefacing remarks of a local nature, then proceed:

"On behalf of all members, I dedicate these colors in the name of AMVETS Ladies Auxiliary to Post #_____. Under this glorious American Flag, heroes of all creeds and colors have fought and died to preserve a freedom cherished by people from all over the world. Let it always be the symbol of those who

want freedom of thought and speech, and freedom to worship God, as they desire. Let no man defile it, no man fear to defend it."

"I dedicate this Standard of AMVETS Ladies Auxiliary as a guard and sentinel to the American Flag. The Golden wreath around the AMVETS emblem is a crown of honor for those who served their country so well, and the alert eagle, the guide who shall hover over us and lead us to loftier heights. Theses colors are dedicated to the principles of AMVETS and to the belief that all men are created equal under God. That with the help of God all men shall be given Justice and the right to live as free people according to the Constitution of the United States of America."

The Flag Speaks

- **Materials required:**
- A cassette player
- 1 small table
- 1 Rayon American Flag size 3' x 2' on a pole 1 Flag stand
- 1 12-inch fan
- 1 spotlight
- 1 cassette recording of *The Flag Speaks*
- 1 cassette player
- 1 small table

Place the Flag in the stand in the center of the table. Make sure it is secure so that it will not fall over when the fan blows on it.

Position the fan so that when the fan is on it will cause the Flag to unfurl and wave gently in the breeze.

Position the spotlight so that it will illuminate the Flag.

When ready to start the ceremony all lights, except the spotlight, should be turned off.

Plug in the cassette player and start the tape.

If a recording of *The Flag Speaks* is not available, then a narrator can take the place of the recording and read *The Flag Speaks.*

The Flag Speaks:
Since the time of my birth many stories have been told about me. Now I feel it is my duty to tell you what I am and for what I stand.

Born during the Nation's infancy, I have gown with it, my stars increasing in number as the country has grown in size. The domain over which I wave is now expanded until the sun on my flying never sets.

I am not only an emblem showing the authority of the United States, indicating supremacy when flying over land, ownership when flying over Government buildings, power when displayed by troops – I mean much more than that, I represent the ideals and traditions, the principles and institutions, the hopes and aspirations which constitute what is to mankind the greatest nation in the world, the American Nation.

Stirring are the stories of my stars and stripes. My thirteen red and white stripes recall the history of that long, bitter eight-year struggle in which the Thirteen Colonies fought and stood side by side for freedom, exemplifying the principle that “In union there is strength.”

Each of my stars tells the story of a great and sovereign State, which entered the Union.

Filled with significance are my colors of red, white, and blue into which have been woven the courage and strength of Americans.

The red in my stripes proclaims the courage that inspires men to face danger and to do what is right. The strength and courage of Americans from the conquest of the wilderness by the pioneers through the Revolutionary War, the Civil War, Spanish American War, World War I, World War II, the Korean conflict, the Vietnam War and all those who fought and served in our Armed Forces has done more than anything else to make the Nation over which I fly the greatest and most wonderful in the world.

My white stripes mark me as the emblem of the land of the free, the country in which the oppressed of the world may enjoy equality and liberty.

The blue in my field of stars stands for loyalty. It is true blue. It tells the story of thousands of men and women who have been loyal to their Country through suffering and hardships.
I signify the Law of the Land.

I stand for the Constitution of the United States.

I represent the Declaration of Independence, the Birth Certificate of the American Nation.
I stand for peace and goodwill among the Nations of the world.

I control the strong, protect the weak, relieve suffering, and do all I can for the betterment of mankind.

I stand for tolerance toward men of all creeds and races.

I reflect the wealth and grandeur of this great land of opportunity.

I tell the story of the achievements and progress of the American people in art and science, culture and literature, inventions and commerce, transportation, and industry.

I am the badge of the Nation’s greatness and the emblem of its destiny.

I am whatever you make me, nothing more. I am your belief in yourself, your dream of what a People may become. I am fear and song, struggle, and hope.

I am no more than what you believe me to be, and I am all you hope that I can be. I am the American Flag.

★ SECTION 8: Reporting & Guidelines

The volunteer work that is done in our five Service Programs by life, annual and honorary members of AMVETS Auxiliary and by the Youth volunteering in the name of AMVETS Ladies Auxiliary is reported.

REPORTING

Reporting is Important Because:

- **Reporting** validates our organization's charter. It is documented proof that AMVETS Ladies Auxiliary actually fulfills its Aims and Purposes and helps qualify our organization to keep its federal tax exemption.
- **Reporting** provides the opportunity for the members of Local Auxiliaries to pause and review, with pride, the tremendous job they are doing. It gives them the opportunity to see all the projects they have done for the year come together in one picture and to realize that they have made a difference in their communities.
- **Reporting** shows that Auxiliaries standing side by side across the nation do accomplish great things.
- **Reporting** means belonging to an organization that CARES...an organization that SHARES...an organization that is concerned about those who need help.
- **Reporting** means belonging to AMVETS Ladies Auxiliary and being proud of it!!!

What is Reported?

The volunteer work that is done in our five Service Programs by life, annual and honorary members of AMVETS Ladies Auxiliary and by the youth volunteering in the name of AMVETS Ladies Auxiliary in these programs. The goods and services that Auxiliary members give to others, those outside of our organization.

Any service performed by members of AMVETS and AMVETS Ladies Auxiliary in offering material aid to the economically underprivileged and socially maladjusted, provided it has the prior approval of the Auxiliary and is recorded in the minutes.

The five service programs are:

Child Welfare
A program with projects benefiting children only.

Community Service
A program with projects benefiting adults only or adults and children.

Hospital
A program with projects for any hospital. A hospital is defined as any institution providing health care service to the physically or mentally ill; this includes nursing care homes and convalescent homes [when medically staffed].

Americanism
A program with projects that promote Positive Americanism, Citizenship, and supports People-to-People and SOS (Serve our Servicemen and women) programs.

Scholarship
A program with projects that promotes scholarship. Remember that to receive credit for service work, the work must be carried out in the name of AMVETS Ladies Auxiliary, and the project must be approved by the members of the Auxiliary at a meeting and recorded in the minutes of that meeting.

When Are Reports Due?

Reports are due twice each year: the Mid-Year report and the Annual report.

Each Department has its own deadlines. Local Auxiliaries should check with their Department for the deadlines for each of these reports.

It is the responsibility of the Local Auxiliary Service Chairman to make sure these reports reach the Department Service Chairman by the deadline. Local Auxiliaries in unorganized Departments report directly to the National Service Chairmen postmarked by December 1 and June 1.

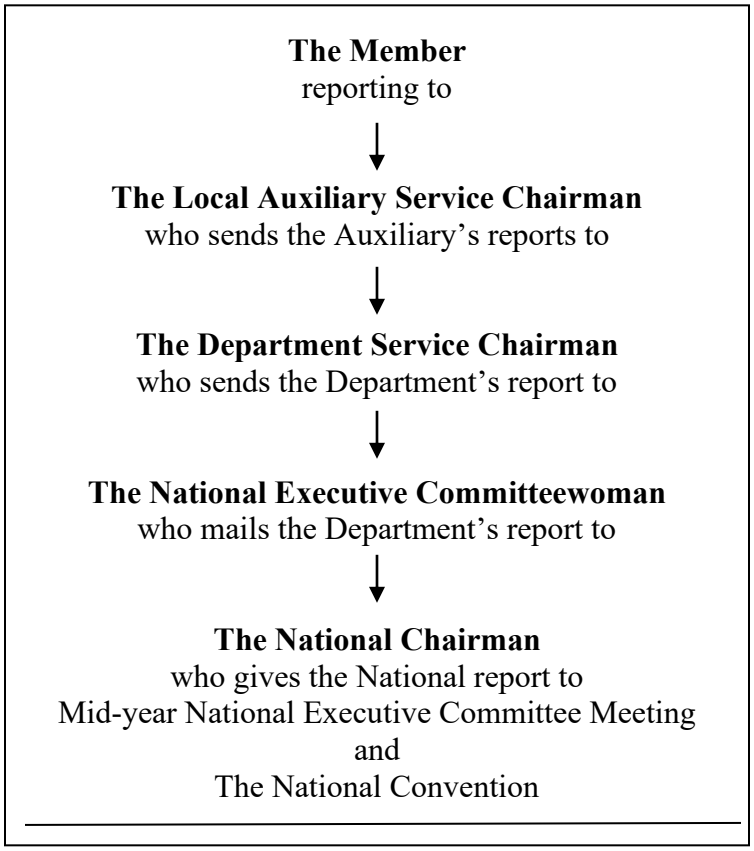
The mid-year report covers the work done in the first six months of the reporting period, May 1 to October 31. The annual report covers all the service work done during the entire reporting period, May 1 to April 30.

Department Chairmen send their reports to the National Executive Committeewoman by the deadlines set by their Departments. The National Executive Committee woman must send her Department's reports to the National Service Chairmen postmarked or sent as an email attachment (no text messages) no later than December 1 for the mid-year reports and June 1 for the annual report.

The National Service Chairmen report to the mid-year National Executive Committee and the Annual Convention.

How is Service Work Reported?

Reporting starts with:



SERVICE REPORT GUIDELINES

Introduction

As a service organization, AMVETS National Ladies Auxiliary encourages all Local Auxiliaries to actively support its established Service Programs, which are:

Child Welfare, Community Service, Americanism, Hospital, and Scholarship.

Cash Donation programs are:

1. John Tracy Center (Child Welfare)
2. Paws®With A Cause (Community Service)
3. Founding Forward (Americanism)
4. Scholarship (Scholarship)
5. St. Jude Children's Research Hospital (Hospital)
6. James H. Parke Scholarship (VAVS)
7. *National President's Project*

Cash donations are to be sent from the Local Auxiliary to Department to National.

Local Auxiliaries are encouraged to report their volunteer service work in order to substantiate that AMVETS Ladies Auxiliary is a volunteer service organization.

Reporting periods are as follows: May 1 to October 31 for the mid-year report May 1 to April 30 for the annual report.

Local Auxiliary Service Report Forms are due to their Department Service Chairmen and/or District, according to Department procedures.

Departments shall report to the National Service Chairmen through their NECwoman, no later than December 1 and June 1.

Local Auxiliaries in unchartered Departments are to submit Service Report Forms, by the deadline date as published by National Headquarters, directly to the National Service Chairmen postmarked no later than December 1 and June 1.

Local Auxiliaries should keep records of all service program activities; recording volunteers by name, number of hours, monies expended, any new or used materials donated, refreshments and miles traveled so that all information will be available when reports are due.

Projects

A PROJECT is any activity performed under the Service Programs listed above. All program activity must receive prior approval at a regular meeting of an Auxiliary, be duly passed and recorded in the Auxiliary minutes and performed in the name of AMVETS Ladies Auxiliary to be recorded on Service Report Forms.

A volunteer cannot come to her Auxiliary meeting and say she had performed some service and claim credit for this service -- she must have had PRIOR approval of her Auxiliary.

Projects are to be counted each time a service is performed regardless of how many times the same service is given, i.e. a monthly bingo party at a hospital for twelve (12) months would be counted as twelve (12) PROJECTS, five *(5)* different parades would be five (5)PROJECTS and canceled stamps, coupons, etc. to four different institutions would be four (4) PROJECTS.

Do not say "Holiday Parties at Jones Institute;" this tells the Department Chairman nothing. Say, "sponsored seven (7) holiday parties at a home for the mentally challenged benefiting fifty-two *(52)* patients.

Do not say, “collected funds for the March of Dimes say, “six (6) volunteers collected five hundred ($500.00) for the March of Dimes,” etc. Do not use given names in reporting work in any institution, hospital, camp, school, etc. Any service activity performed for members of AMVETS and Auxiliary in offering material aid to the economically underprivileged and socially maladjusted may be reported providing it has received PRIOR approval.

Volunteers

Each member or honorary member working in the name of AMVETS Ladies Auxiliary is a VOLUNTEER. Volunteers are counted ONLY ONCE during the year for each program, regardless of how many projects participated in. Volunteer hours are accumulative and should be recorded under the volunteer’s name.

Hours

Volunteer hours are the actual times spent on a project. Hours are computed at twenty ($30.00) dollars per person per hour. Do not report hours spent in travel unless the project is a tour. Time spent for travel to and from a VA Medical Center and or Medically staffed Nursing Home shall be counted ONLY on the Hospital Service Report Forms.

Hours for professional entertainers are computed at twenty ($30.00) dollars per person, per hour and reported as cash donations.

Any type of sewing and home crafts is reported as volunteer hours.

Hours spent in GENERAL FUND RAISING CANNOT BE REPORTED: the dollar value is reported at the time of expenditure either as a donation, new material, gifts, etc.

Hours spent in soliciting for national public fund drives may be reported BUT NOT the monies collected.

Hours spent in preparing articles for distribution, shopping, etc. may be reported. Hours spent in compiling bonus points and canceled stamps may be reported.

Coupon evaluation shall be $10.00 for every 100 coupons, with one hour per 100 coupons.

When attending the Founding Forward Adult Conference participants may take a ten (10) hour evaluation.

Hours served in hospitals, other than a VA Medical Center, may be reported under the Hospital Program.

Voluntary hours rendered by members and honorary members, with the approval of AMVETS National Ladies Auxiliary, may be reported on all programs.

National, Department, District or Regional Officers may credit her hours to the Local Auxiliary when the activity in which she participated involved the duties of the respective office she holds. A member may credit hours to the Local Auxiliary.

Mileage

Mileage is to be computed at sixty-five (0.65) cents PER MILE, PER CAR, ROUNDTRIP.

Refreshments

The value of any refreshments donated in connection with an activity may be reported. The actual cost of any purchased refreshments may be reported.

Home baked goods are to be reported as follows:

- Cakes: $12.00 each

- Pies: $15.00
- 24 cupcakes: $12.00
- Cookies/Brownies/Bars: $7.50 per dozen

Meals served in homes are to be reported as follows:

- Breakfast: $7.50 each
- Lunch: $15.00 each
- Dinner: $22.50 each

Cash Donations

A cash donation is any monetary contribution which benefits an activity which reflects the basic programs of AMVETS Ladies Auxiliary, i.e., Child Welfare, John Tracy Center, Day Care Centers, etc.

Cash donations are to be reported as such on the report form.

New Materials

The full purchase price of homemade items, gifts, and any type prizes, etc. are to be reported, plus time involved.

Blood donations are evaluated at one hundred ($100.00) dollars per pint on the Community Service Form. Blood Platelets/ Plasma will be evaluated at $300.00 as long as not being paid for donation.

Used Materials

The donation of any type of used materials may be reported. Evaluate used materials as follows: clothing, home furnishings, etc. – estimate value considering condition and purchase price when new.

Dress suits	$52.50
Dress slack	$11.25
Work pants/jeans	$7.50
Car/Winter coat	$37.50
Snow suits	$30.00
Sport jackets	$22.50
Men's sweaters	$7.50
Shirts	$4.50
Men's Jerseys/T-shirts	$3.00
Boots	$10.50
Men's shoes	$12.00
Raincoats	$11.25
Ties/Belts	$4.50
Caps/Scarves	$1.50
Undershirts	$1.50
Undershorts	$1.50
Socks	$.60
Men's PJ's	$6.00
Men's Slippers	$3.75
Men's Robes	$9.00
Men's Joggers	$10.50
Summer shorts	$3.75
Gloves	$2.25
Blankets	$10.50

Dresses	$10.50
Jogging suit	$15.00
Slacks	$10.50
Blouse/Smocks	$5.25
Ladies shoes	$9.00
Panties	$0.75
Ladies sweaters	$7.50
Shells	$1.50
Full slips	$2.25
Half slips	$1.50
Gowns/PJ's	$6.00
House slippers	$3.00
Bras	$1.25
Skirts/Culottes	$6.00
Robes	$7.50
Coats-Snow suits	$22.50
Hankies	$.50
Bed jackets	$6.00
Girl's jackets	$9.00
Ladies jackets	$9.00
Sweatshirts/pants	$4.50
3 pc Slacks suit	$30.00
Purses	$3.00
Bedspreads	$15.00

Pillow	$6.00
Drapes	$15.00
End Tables	$30.00
Vacuum	$45.00
Refrigerator	$75.00
Color TV	$75.00
Chest	$52.50
Floor lamp	$22.50
Chair	$37.50
Bicycle	$37.50
China Cabinet	$75.00
Curtains	$9.00
Ladies Jerseys/T-shirts	$4.50

Sheets	$6.00
Kitchen table set	$127.50
Washing machine	$75.00
Dryer	$75.00
Stove	$75.00
Bed/mattress/spring	$112.50
Sofa	$75.00
Table lamp	$12.00
Desk	$67.50
Radio	$15.00
Wardrobe	$52.50
Studio couch	$112.50
Steel-toed boots/shoes	50.00

Item	**Evaluated Cost**
Baby and children's clothing……	.half (1/2) retail price
Used greeting cards.....	$10.00 per one hundred (100)
Canceled stamps.....	$4.00 per one hundred (100)
Hearing aids	$100.00 each
Used eyeglasses	$50.00 each
Portion of eyeglasses.....	$10.00
Old jewelry.....	$10.00 per pound when packaged
Bonus points, etc.	valued as printed on item
Box Top for Education labels	$.10 per label
Cash register receipts	as determined by the program
Pull tabs.....	$5.00 per pound and no other evaluation taken
Paperback books	half (1/2) retail price
Magazines…….	half (1/2) retail price
Frequent flyer miles	$.05 per mile
Hair donated for wigs for cancer patients…….	$100.00
John Tracy Center Bears (new materials) …….	$35 per bear all inclusive
Paws Puppy Pads …….	$30 per pad all inclusive
Used computer Ink Cartridges……	$5.00 each
Coupons…….	1 hour for 100 coupons with a $10.00 evaluation
Cell phones (with or without charger) …….	$100.00
DVD's – new…….	Full value
DVD's – used ……	$10.00
8 Track tapes, cassettes, VHS tapes, records, albums.	$5.00
Go Green Recycling (plastic bottles, glass bottles, grocery bags, cans, paper, and cardboard) ……	$.05 per item or per pound for paper
Empty ice cream containers …….....	$.05
Milk/ Plastic Caps ……	$.05
Used Pill Bottles ……	25 bottles =$10.00 evaluation, 1 hour
Pull-tab phone cards…….	$1.00 per card (reported under Americanism)
Mascara Wands for Wildlife	$1.00 per wand
Bra Backs for Turtle Rescue	$1.00 per set of hooks/loops
Masks …….	$5.00 per mask plus 1 hour
Legos (legos.com/replay)……	$10.00 per pound
New backpacks/roller bags ……. …….	Actual cost of bag
Used backpack/roller bag ……	$20.00 per bag

Crown Royal bags ……...	$5.00 each, no other evaluation
Wheelchair/walker bags …….	$10.00, no other evaluation
Prosthetics ……..	½ retail cost, no other evaluation

Lodging

Providing lodging for military service personnel, children and adults as a gratis service is to be reported on the Service Report Form.

Lodging is to be evaluated at $60.00 per night, per person. Any additional services in connection with lodging are to be reported as performed, such as, refreshments, medication, clothing, under the proper categories on the report form.

Americanism Program

October is Founding Forward Month.

Any project that portrays or instills patriotism is reported on the Americanism Report. Donations to Freedoms Foundation are reported under Americanism. Attendance at Freedoms Foundation Seminars is urged.

Other donations to be reported are Project HOPE~~,~~ CARE, etc.

When attending the Freedoms Foundation Adult Conference participants may take a ten (10) hour evaluation.

Child Welfare Program

April is John Tracy Center Month.

Any project benefiting children only is to be reported on the Child Welfare Report, this includes service performed for Junior AMVETS, and John Tracy Center for preschool deaf children.

Any project involving scouts which has the approval, may be reported even though they are not sponsored by the Auxiliary or Post

Community Service Program

March is PAWS With A Cause® month. PAWS With A Cause® is an organization that provides trained dogs for hearing impaired and mobility impaired handicapped.

Any project benefiting adults or any project benefiting adults and children at the same time is reported on the Community Service Report, this includes VSP (Very Special People) program.

All projects for Senior Citizens homes, homes for the aged and retirement centers to be reported under Community Service Report.

All blood donations are to be reported on the Community Service Report.

Hospital Program

November is St. Jude Children's Research Hospital month.

Volunteer service work performed in any hospital may be reported.

A hospital is defined as any institution providing health care services to the physically or mentally ill; this includes nursing care homes and convalescent homes (when medically staffed).

Actual hours spent in any hospital or in direct contact with the patient may be applied towards Hospital Pins and Hour Bars. Hours spent in travel may be counted only on Hospital Service Report form.

VAVS Representative and/or Deputy hours spent at VAVS meetings are to be reported to their Local Auxiliary.

Any type of sewing or crafts performed outside of the hospital are to be reported as volunteer hours.

Scholarship Program

February is Scholarship Month.

Any project that contributes to education is reported on the Scholarship Report. All work done for any Scholarship is reported on the Scholarship Report Form.

Youth Program

All youth volunteers (under the age of 18) are to be reported on a separate Service Report Form.

A list of the volunteers and their hours served in the respective program should be attached to the Service Report Form.

Youth volunteers are those youths who work in the names of AMVETS or AMVETS Ladies Auxiliary. Youth volunteers include Junior AMVETS.

Youth Volunteers receive one blanket certificate for their volunteer service.