AMVETS NATIONAL LADIES AUXILIARY

★MANUAL★

This *Manual* is compiled as an aid to AMVETS Ladies Auxiliary members. It is intended to familiarize members with the materials and information used in their organization and to assist them in the work of AMVETS Ladies Auxiliary.

Never is anything in this *Manual* to take precedence over the Rules and Regulations by which AMVETS National Ladies Auxiliary conducts is business as set forth in the Constitution and Bylaws of AMVETS National Ladies Auxiliary.

DEDICATION

This AMVETS National Ladies Auxiliary Manual is
Dedicated to the FOUNDERS OF
AMVETS National Ladies Auxiliary and to
those thousands of fine women
throughout the United States whose
interest, loyalty, and long hours of service
have built our organization.
Their efforts are a challenge to us to continue to
build and maintain AMVETS Ladies Auxiliary
as one of the leading service organizations in our country.

★ SECTION 1: AMVETS Ladies Auxiliary

PREAMBLE

We, the mothers, wives, widows, grandmothers, sisters, daughters, stepdaughters, and granddaughters of the American Veterans and female Veterans; fully realizing our responsibilities to the community, state, and nation, associate ourselves for the following purposes:

- To uphold and defend the Constitution of the United States of America.
- To safeguard the principles of freedom, liberty, and justice for all.
- To promote the cause of peace and good will among nations.
- To maintain inviolate the freedom of our country.
- To preserve the fundamentals of democracy and Americanism.
- To perpetuate the friendship and associations of the American Veteran.
- And to dedicate ourselves to the cause of mutual assistance…this by the grace of God.

AIMS AND PURPOSES

The Aims and Purposes of AMVETS Ladies Auxiliary are as follows:

1. To serve our country in peace as in war, to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.
2. To encourage, in keeping with the policies of our Government, the establishment of a concrete plan to secure permanent international peace, and to assist in the maintenance of international peace.
3. To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.
4. To help unify divergent groups in the overall interest of American democracy.
5. To train our youth to become purposeful citizens in a republic with full knowledge of the responsibilities as well as the privileges of citizenship.
6. To cooperate with duly recognized existing Veteran's organizations in the furtherance of the aims of the American Veteran.
7. To keep the public forever reminded that the American fought, served, and died to preserve peace, liberty, and democracy for their nation.
8. To aid in the fulfillment of the Aims and Purposes of AMVETS, our parent organization.
9. To promote the welfare and fellowship of our members and families.
10. To expedite and assist in the rehabilitation of the Veteran by sponsoring and giving support to educational opportunities, to recreational advantages, to hospitalization, and personal problems, and to support the Veterans in all legislation for Veterans' benefits.
11. To recognize that the organization known as AMVETS, and chartered by Congressional action on July 23, 1947, is the parent organization, and that all organizational divisions of the Auxiliary exist to promote the interest of the parent body: therefore, they cannot act independently except as it favors the objectives of AMVETS.

CODE OF ETHICS

Because I am fortunate in being able to qualify for membership in AMVETS Ladies Auxiliary; and because I am proud of our affiliation with the parent organization AMVETS, I must always remember that it is my duty as a member –

1. To live up to the meaning of "Auxiliary" which is "to act in support of" or "to support."
2. To realize that our organization is a subordinate of AMVETS and for that reason I must be careful not to interfere with AMVETS internal organization and politics; and I must never attempt to dominate that organization.
3. To conduct myself in a manner that shall never cast any unfavorable reflection on AMVETS or AMVETS Ladies Auxiliary.
4. To think and act constructively.
5. To accept my duties as a member, a committee member or Chairman, or an officer willingly, and to the best of my ability to do all in my power to promote the Aims and Purposes of our organization.
6. To be courteous at all times; to be considerate of others.
7. To show my interest in our organization by attending all meetings and be on time.
8. To accept the rule of the majority gracefully.
9. To assume leadership in right thinking and action.
10. To respect my officers, my fellow members, and the opinions they may have.
11. To be temperate in my speech, habits, and opinions.
12. To be extremely careful if I am honored by being elected to any office on any level, that the weight of my office is never used to unduly influence the affairs of our organization or of our parent organization, AMVETS.
13. To endeavor to follow all the purposes of AMVETS Ladies Auxiliary, as set forth in our Constitution, because by doing so, I am serving all mankind, regardless of race, creed, or color.
14. Finally, believing that the Golden Rule, "Do unto others as you would have them do unto you," applies to us all, do my part to see that equal opportunity is given to each member to contribute to the good of AMVETS Ladies Auxiliary.

DEFINITION OF AMERICANISM

"AMERICANISM" is the unfailing love of country; loyalty to its institutions and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and posterity. —*Author Unknown*

BEGINNINGS OF OUR AUXILIARY

In 1946, AMVETS National Commander, Mr. Jack Hardy, instructed AMVETS Liaison Officer, Mr. Bernhardt, to contact all AMVETS Auxiliaries in the United States for the purpose of organizing the National Department of AMVETS Auxiliary. Commander Hardy also established, at that time, an Auxiliary Liaison Committee within AMVETS. Serving on that committee were Mr. Bernhardt, Mr. Thad Males of California, and George Burke of Florida. In September of that year Mr. Bernhardt called this National AMVETS Auxiliary organizational meeting in Pittsburgh, Pennsylvania.

Representatives from thirteen states, all delegates and alternates attended this meeting and were made members of the Executive Committee. These pioneer members who were present at the pre-Convention meeting in Pittsburgh in 1946 set in motion the wheels of the organization.

NATIONAL FOUNDERS, SEPTEMBER 1946

Edith Males	California
Ruth Patsos	Washington, DC
Elizabeth Roose	Florida
Marguerite Blanton	Florida
Maxine Darnell	Illinois
Marie Stigers	Iowa
Stella Elliot	Iowa
Irma Hilliard	Iowa
Louise James	Louisiana
Kathryn R. Hearn	Massachusetts
Frances Seldon	Michigan
Jane Doak	Michigan
Takla DiFate	New York
Kathryn M. Snyder	Ohio
Miriam Soloda	Pennsylvania
Helen Chamber	Pennsylvania
Virginia Marks	West Virginia
Florence Stripe	Wisconsin

NATIONAL PRESIDENTS

Year	Name	Home State	Convention Elected
1946-47*	Edith Males	California	St. Louis, Missouri
1947-48*	Kathryn Snyder	Ohio	Columbus, Ohio
1948-49*	Adeline Fogg	Michigan	Chicago, Illinois
1949-50*	Evelyn Lauritson	Iowa	Des Moines, Iowa
1950-51*	Evelyn Flasco	Ohio	Cleveland, Ohio
1951-52*	Dorothy Sullivan	New Jersey	Boston, Massachusetts
1952-53*	Darlene Gordon	Iowa	Grand Rapids, Michigan
1953-54*	Beatrice Russell	Massachusetts	Indianapolis, Indiana
1954-55*	Ruth K. Nickerson	Florida	Miami, Florida
1955-56*	Florence B. Stripe	Wisconsin	Philadelphia, Pennsylvania
1956-57*	Gloria I. Clark	Illinois	Milwaukee, Wisconsin
1957-58*	June L. Miller	District of Columbia	Boston, Massachusetts
1958-59*	Mae Boone	Kentucky	St. Louis, Missouri
1959-60*	Aldean Sorells	Iowa	Grand Rapids, Michigan
1960-61*	Lucia Russo	California	Miami Beach, Florida
1961-62*	Anne Hall	Massachusetts	Louisville, Kentucky
1961-63*	Alice Oana	Ohio	New York, New York
1963-64*	Leah Monasterio	Louisiana	Detroit, Michigan
1964-65*	Marie Redden	Iowa	Philadelphia, Pennsylvania
1965-66*	Jewel W. Fifielski	Illinois	Boston, Massachusetts
1966-67*	Ellen Bogatay	Pennsylvania	Columbus, Ohio
1967-68*	Rita J. Potvin	Maine	Hollywood, Florida
1968-69*	Kathleen Hengely	Ohio	New Orleans, Louisiana
1969-70*	Maria Miller	Michigan	Detroit, Michigan
1970-71*	Betty Torner	Iowa	New York, New York

1971-72*	Dorothy M. LeRoy	Illinois	Los Angeles, California
1972-73*	Doris L. Burdine	Georgia	New Orleans, Louisiana
1973-74*	Dorothy B. Lenhart	Maryland	St. Louis, Missouri
1974-75*	Grace Osborne	Illinois	Hollywood, Florida
1975-76*	Toni Gomulinski	Michigan	Des Moines, Iowa
1976-77*	Doris Shrake	Indiana	Philadelphia, Pennsylvania
1977-78*	Pearl Barnett	California	Atlantic City, New Jersey
1978-79*	Jane A. Ashley	Georgia	Milwaukee, Wisconsin
1979-80*	Lila B. Longworth	Ohio	Cleveland, Ohio
1980-81*	Anne Brown	Pennsylvania	Dallas, Texas
1981-82*	Margaret Rummel	New Jersey	Louisville, Kentucky
1982-83*	Ruth Singler	Ohio	Hollywood, Florida
1983-84*	Agnes P. Kolano	California	New Orleans, Louisiana
1984-85*	Betty M. Wineland	Ohio	Knoxville, Tennessee
1985-86*	Mary Barrow	South Carolina	Baltimore, Maryland
1986-87*	Sylvia Lipowski	New York	Cincinnati, Ohio
1987-88*	Dorothy Stoddard Cooper	Maine	St. Louis, Missouri
1988-89*	Betty Leisure	Indiana	Albuquerque, New Mexico
1989-90*	Jean Jones-Baxter	Tennessee	Grand Rapids, Michigan
1990-91*	Nita I. Cornell	Illinois	Atlanta, Georgia
1991-92*	Dorothy R. Bull-Murrell	Texas	Louisville, Kentucky
1992-93*	Betty S. Lawson	Tennessee	Orlando, Florida
1993-94*	Barbara S. Hinsley	North Carolina	New Orleans, Louisiana
1994-95*	Janet St. Michel	Maine	Buffalo, New York
1995-96*	Cathy Fishero	Indiana	Cincinnati, Ohio
1996-97*	Brenda Kilgore	Tennessee	Dallas, Texas
1997-98	Denise LaBatt	Illinois	Orlando, Florida
1998-99*	Janice Hapner	Michigan	Greensboro, North Carolina
1999-00*	Linda Johnston	Ohio	Omaha, Nebraska
2000-01	Beverly Box	Ohio	Philadelphia, Pennsylvania
2001-02*	Susan Sisler	Illinois	Dallas, Texas
2002-03*	Sandye Aultman	Texas	Louisville, Kentucky
2003-04*	Virginia Hays	Indiana	Orlando, Florida
2004-05	Carol King	Illinois	Spokane, Washington
2005-06*	Bonnie Scott	Tennessee	Kansas City, Missouri
2006-07	Barbara Guth	Kentucky	Reno, Nevada
2007-08	Heidi Dineen-Serpis	Massachusetts	Greensboro, North Carolina
2008-09	Charlene Kee	Florida	Orlando, Florida
2009-10	Patty A. Piening	Ohio	New Orleans, Louisiana
2010-11	Dee Kreiling-Riley	Pennsylvania	Louisville, Kentucky
2011-12	Lynda Taylor	Wisconsin	St. Louis, Missouri
2012-13	Leslie Wunderle	Alaska	Daytona Beach, Florida
2013-14	Linda McGriff	Texas	Reno, Nevada
2014-15*	Sylvia Rowland	North Carolina	Memphis, Tennessee
2015-16	Kathryn Berning	Iowa	Birmingham, Alabama
2016-17	Evelyn McElvin	Florida	Reno, Nevada
2017-18	Marvell Ruppel	Wisconsin	Norfolk, Virginia
2018-19	Barbara Valley	Ohio	Orlando, Florida
2019-21	Dolores “Dee” Baggett	Florida	Louisville, Kentucky

2021-22 …….…….	Joan Sirek …….	Wisconsin …….	Greensboro, North Carolina
2022-23 …….	Karin Simmons ……	Alaska ……...	New Orleans, Louisiana
2023-24 …….	Amy Stopyra ……	Pennsylvania……..	Pittsburgh, Pennsylvania
2024-25 …….	Cynthia Rice ……	Ohio ……..	Springfield, Illinois
2025-26 …….	Mary Lanphere ……	New York …….	Greensboro, North Carolina

MOTTO

"We waited together…now let's work together"

—At the First National Convention, the Motto was submitted by Mrs. Maxine Darnell of Illinois and adopted.

COLORS

Green and Gold

FLOWER

White Clover

The AMVETS White Clover is symbolic of American Veterans and of Americans who served their country. Why was the White Clover selected for this purpose? Because it thrives in freedom throughout the world, AMVETS leaders chose it as a symbol with foresight and wisdom.

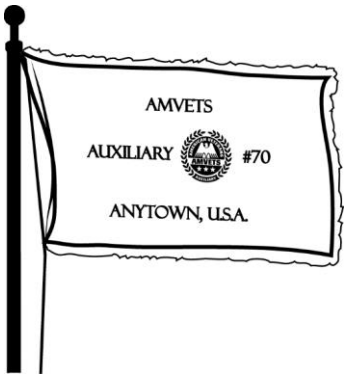
A symbol is a device for showing something that cannot as easily be shown another way; a means to indicate that one remembers and to cause others to remember. An artificial flower such as the White Clover can be worn with grace and beauty. A symbol, as a reminder that there are still those for whom war and conflict is not altogether a thing of the past, but rather very realistically a matter of today.

The White Clover is symbolic of the struggle all over the world for man's freedom by those who served in World War II, Korea, and Vietnam and those who served in the Armed Forces of the United States thereafter. It also reminds us of the needless deaths caused by war and of those who are seriously disabled or still confined in hospitals by the injuries or illness they suffered. It reminds us that there are still widows and children in need of help because the man in their family was lost to them in the defense of freedom.

—Dolores Koller, Wisconsin

BANNER

Local Auxiliary Banners.....Blue background with gold insignia and embroidery
District Banners .....Green background with gold insignia and embroidery
Department Banners.....Red background with gold insignia and embroidery
National Banner .....White background with gold insignia and embroidery



Revised 9/1/26

Banners are ordered 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. Banner order forms are available upon request. Before ordering, check with AMVETS National Quartermaster for current prices. Banner orders are custom made orders, so make sure the colors and all items on the order form are correct in every detail and the spelling of any wording on the banner is accurate.

OFFICIAL UNIFORM

AMVETS Ladies Auxiliary recognizes the official uniform as an A-line forest green dress, an A-line forest green skirt or tailored forest green slacks. Dress to have a jewel neckline. White or gold jewel neckline blouse or shell may be worn with either the skirt or slacks. The dress and skirt shall be no shorter than 2 inches above the knee, and no longer than 4 inches below the knee. White blazer with large Auxiliary patch on left breast. Black/white shoes with a closed heel and toe, heel should be no higher than 2 inches. Black/white handbag, white gloves, and official Ladies Auxiliary hat. Pearl earrings and single strand pearl necklace or Auxiliary necklace and earrings will be acceptable. Handbag to match the color of shoes.

No pins may be placed on the delegate badge other than their State pin. Pin to be placed in the upper right-hand corner away from printing on badges or delegate eligibility to vote. In addition to the American Flag lapel pin, the only other pins worn on the white blazer are those that are earned and the current state pin.

If wearing an official uniform or hat to an Auxiliary meeting or function, it must be an Auxiliary uniform. (The exception being when making a special presentation or report representing a subordinate organization. i.e., Sackettes).

Uniform recommendations shall be referred to the Constitution and Bylaws Committee and will only be reviewed every ten years (last reviewed in 2021).

OFFICIAL HAT

Auxiliary hats are obtained on order forms provided by AMVETS National Quartermaster and members are asked to observe all information therein. If a member is wearing their Official hat, it is appropriate to wear the hat representing the highest office held throughout the course of their Auxiliary membership.

Hat colors are:
For members and Local Officers .....Forest green with gold braid and gold letters
For District Officers.....White crown with green band and gold letters
For Department Officers.....White with green braid and green letters
For National Officers.....White with gold braid and gold letters

The following specifications have been established for Auxiliary hat

- For members and Local Officers' hats:
  Left side .....Emblem and name of department
  Front.....Auxiliary number (no lettering)
  Right side ....Office one inch below the braid
  The year ½-inch below the office

- For District Officers' hats:
  Left side .....Emblem and District
  Front.....Department
  Right side ....Office 1-inch below the braid
  The year ½-inch below the office
- For Department Officers' hats:
  Left side .....Emblem and name of Department
  Right side ....Office 1-inch below the braid
  The year ½-inch below the office
- For National Officers' hats:
  Left side .....Emblem (no lettering)
  Right side ....Office 1-inch below the braid
  The year ½-inch below the office

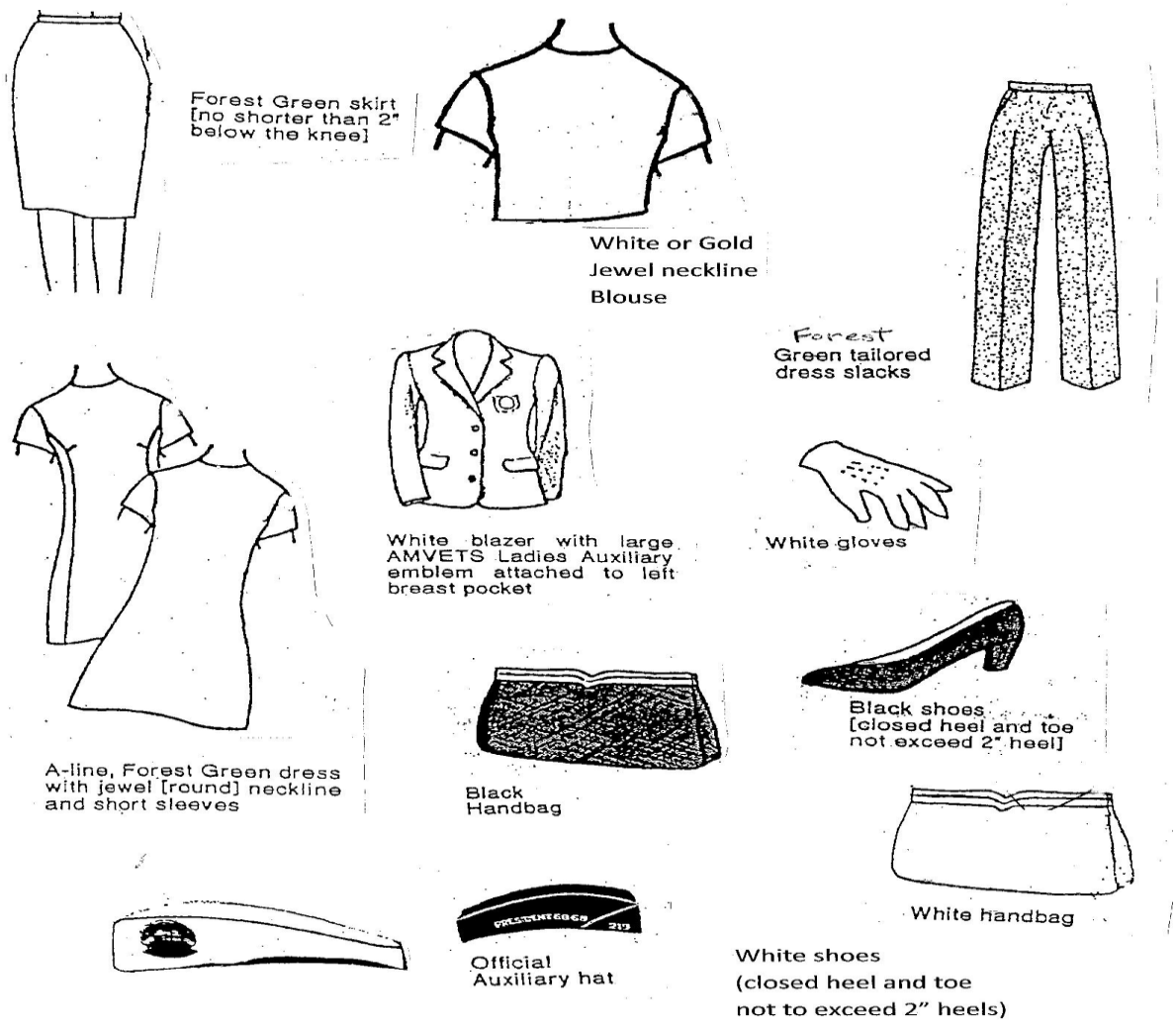
The following specifications apply to lettering:

- There can be no abbreviations except for "PRO," "VAVS" and "NEC"
  Only the office may be used. For example: "President" – *not* "Department President" or "Local President."

  If a member chooses to include their Life Membership status on their Official Hat, it should be embroidered on the left side of the hat above the name of the Department.

  If a member chooses to include their name on their Official Hat, it should be embroidered on the right side of the hat above the office held.

The only pins to be worn on the official hat will be those that are earned, i.e., hospital pin, blood donor pin.



THE EMBLEM

The official emblem of AMVETS Ladies Auxiliary shall be under strict control of AMVETS National Ladies Auxiliary. The embroidered emblem is to be worn on the official Auxiliary hat and uniform and may be worn on color guard uniforms, Auxiliary hospital uniforms and on bowling shirts when the team is Auxiliary sponsored.

SPECIAL PROGRAM MONTHS

February .....Scholarship Month
March .....PAWS with a Cause Month
April .....John Tracy Center Month
October……..Founding Forward Month
November.....St. Jude Children's Research Hospital Month

February, March, April, October, and November are dedicated to the above programs to encourage Chairmen to promote these National programs. The purpose of these "Special months" is:

- to give the members of AMVETS Ladies Auxiliary a better understanding of the National programs through scheduling special activities and events at their Department and Auxiliary meetings.
- to obtain publicity in the newspaper, radio, and TV to make the community aware of the support AMVETS Ladies Auxiliary give to these programs.
- to make an extra effort to raise funds for that program.

CLUB ROOM INSURANCE

"Any AMVETS Ladies Auxiliary operating a Club Room shall be required to carry Workers Compensation Insurance in accordance with the law of the State in which the Auxiliary Club Room is located, and Public Liability Insurance, including products liability and personal injury coverage, with a minimum single limit of $300,000. Auxiliaries who maintain a building for meeting purposes shall be required to carry Public Liability Insurance, including products liability and personal injury coverage with a minimum single limit coverage of $100,000 or the minimum local amount prescribed by State law. The AMVETS Ladies Auxiliary State Department, AMVETS National Ladies Auxiliary, National AMVETS and AMVETS State Department shall be included as an additional insured on all policies and a certificate of said insurance shall be furnished to the Department and National Headquarters. This provision applies to those Auxiliaries whose AMVETS Post has authorized and/or assigned the operating of the Post Home Club room to said Auxiliary, and those Auxiliaries operating their own Post Home."

AMVETS National Ladies Auxiliary Constitution
Article VI, Section 1 (l)

SOCIAL MEDIA POLICY

AMVETS Ladies Auxiliary recognizes that the use of Social Media is a powerful way to discuss and promote Veterans' issues as well as promote the programs of the AMVETS family. Social Media includes but is not limited to : Facebook, Twitter, and Instagram. Members should remember that Social Media is a public representative of your Local or Department Auxiliary. Therefore, members should remember, know, and abide by our Aims and Purposes and Code of Ethics when creating Social Media pages. All pages using AMVETS Ladies Auxiliary name must be regularly monitored by the leadership of each level of our organization.

To create Social Media Pages using the AMVETS Ladies Auxiliary name and/or emblem you will need permission from your Local/Department, and it must be approved at a Local or Department meeting. The name must begin with AMVETS Ladies Auxiliary and should include your official name (as indicated on your Bylaws). This page should have multiple administrators (at least 2). The administrators should be determined and approved at a Local/Department meeting. All information used to create AMVETS Ladies Auxiliary Social Media Accounts should be shared during a meeting and reflected in the official minutes. This ensures that if an individual is no longer an administrator, someone else can take over.

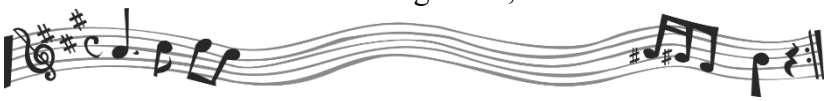
All pages should be to promote the Aims and Purposes of the AMVETS family and not about Local or Department business issues. These pages should be non-political and non-discriminatory. Nudity or sexually explicit language is not allowed. AMVETS Ladies Auxiliary Social Media pages are to build community not to harass, bully, intimidate or impersonate any other individual.

Any member using AMVETS Ladies Auxiliary Social Media should maintain the integrity and ideals of our organization and our Bylaws. Any postings infringing this policy may be removed by the administrator without notice. All posting must respect local, state, and federal laws as well as copyright laws and be respectful and shared with the National Organization.

AMVETS National Ladies Auxiliary Constitution
Article XV. PUBLICATIONS

AMVETS LADIES AUXILIARY SONG

Introduced by the "Singing Pages" of Waterloo, IA, at the 1950 National Convention.
Words and music by Adeline B. Fogg, Past National President
Lovingly dedicated to
Evelyn McCaslin, National President and
Evelyn Lauritson, Past National President
August 25, 1951



From the South and from the North

East and West we all go forth

To work for AMVETS and the U.S.A.

While with willing hearts and hands

We serve God and fellow man

For righteousness and for just peace we pray

Chorus:

We're AMVETS Auxiliary

Marching along our way

To bring joy and happiness

To those we meet each day

Thru service and loyalty

True to our pledge are we

To work for a righteous peace

PUBLIC FUNDRAISING

No public fundraising project or program of any kind or character shall be undertaken by or on behalf of any Post or combination of Posts or subordinate thereof unless the contract, agreement or other arrangement under which such a project or program is to operate has first been submitted for the prior approval of the Department Judge Advocate and then to a standing committee of the National organization composed of the President of the National Service Foundation, the National Judge Advocate and the National Commander. The National Executive Director and the Executive Director of the National Service Foundation shall be ex-officio member

of this committee. The committee shall render a decision within three weeks on all matters submitted to it. In the event of an adverse decision by said committee, an appeal may be made to the National Executive Committee at its next session. A public fundraising project is defined as any project or program involving a solicitation or request to nonmembers of AMVETS for a donation or pertaining to the sale of merchandise, goods, tickets or advertising matter of any kind or character. In the event of an adverse decision by the Department Judge Advocate, an appeal may be made at the next State Executive Committee meeting. Its action shall be final. Any fundraising project or program conducted by a Post or any combination of Posts or subordinates thereof in which there is no other person, firm or corporation involved, and in which such fund-raising project or program is conducted solely by the Post, shall not be deemed to be within the purview of this section, provided that the anticipated gross receipts from such fund-raising project or program do not exceed the sum of $10,000, in the event it is anticipated that the gross receipts will exceed $10,000 in any fiscal year, then said project or program shall be submitted as described above. Failure of a Post or subordinates thereof to adhere to the provisions of this section shall be considered grounds for disciplinary action.

CHARTER REVALIDATION

Charter Revalidation is important to every Auxiliary and Department and must be done every year. This gives the Department or Auxiliary the authorization to continue to operate under their charter for the coming year. Departments and Auxiliaries that do not file the required Charter Revalidation Form in a timely manner cannot be seated at Department/National Conventions and their Charter could be suspended.

To complete a Charter Revalidation Form:

- Type or print legibly
- Complete both sides of the form
- Make three (3) copies of the Local Auxiliary Charter Revalidation Form and two (2) copies of the Department Charter Revalidation Form
- Give complete names, addresses, phone numbers and zip codes of the officers and the person who is to receive the official mail

  Complete each "Block" on the back of the form.
  In Block #2 the Federal ID # must be entered. It is the Auxiliary's/Department's Employer Identification Number (EIN). Check one of the boxes showing the Auxiliary's/Department's gross income. These are requirements of the IRS.

  In Block #4 "Amount of Annual dues" refers to the amount paid per member. Make sure **both** signatures are on the bottom of the back of the form. Any form that is **not completely** filled out will be returned. The Auxiliary/Department will not be revalidated until the form has been completed.

BONDING

All Auxiliaries are encouraged to provide Bonding coverage for its President, Secretary, Treasurer, and all other individuals responsible for funds. The bond is to cover the funds of the organization.

INTERNAL REVENUE FORM 990

All levels of AMVETS Ladies Auxiliary are required to file an Internal Revenue Form 990 to seat delegates at the Department and National Conventions. Departments and Local Auxiliaries with income under fifty thousand ($50,000.00) dollars will file Form 990-N (e-postcard), Form 990-N or Form 990-EZ. If required by the Department, a copy of the Form 990 must be attached to the Revalidation Form forwarded to

Department Headquarters. The Local or Department EIN must be provided on the Revalidation Form or the Local or Department will NOT be revalidated. There is a federal penalty for failing to file a return if an Auxiliary or Department is required to do so. After initially filing, return to the filing and update status from pending to approved by clicking on the word pending.

EIN

Every Auxiliary must have an EIN (Employer's Identification Number). This is the number required by the bank when an Auxiliary opens an account. EIN is obtained from the IRS by completing SS4 form. These numbers should be on file with National Headquarters, Departments, and all Local Auxiliaries.

INSURANCE

AMVETS offers benefits to its members. Auxiliary members may be eligible; see the AMVETS website: www.amvets.org for more information.

CONVENTION DIGEST

The Convention Digest is a publication compiled by National Headquarters and mailed to Auxiliaries and Departments by the annual mid-year NEC. It contains all the information about the National Convention, such as awards, deadlines, and criteria for awards; forms for those who wish to serve as pages on the convention floor, hotel information, convention schedule, meeting rooms, Convention registration forms, etc. This is important information and should be made available to those members attending the National Convention or those submitting for National Awards.

SPECIAL TERMS

A.A.D.A.A.	AMVETS Against Drug and Alcohol Abuse
Because We Care Day	AMVETS program for hospitalized Veterans – first Wednesday in April
Board of Trustees	Subordinate organization of AMVETS Ladies Auxiliary
Central Office	The main office, in Washington, D.C. to which Voluntary Services in each Veterans Affairs Medical Center reports
DR Forms	Dues Remittance Form
EIN	Employer Identification Number
Humanitarian Award	AMVETS Ladies Auxiliary's highest award, which is presented by the National President, at the Silver Helmet Banquet held at the Spring NEC meeting
Junior AMVETS	Subordinate organization of AMVETS.
Jr. ROTC	Junior Reserve Officers Training Corps
NEC	National Executive Committeewoman or National Executive Committee
NSO	AMVETS National Service Officer

Occasional Volunteer.....Volunteer who volunteers for ward parties, bingo, carnivals, parties, etc. whenever she is available

PLP.....Past Local President

PLC .....Past Local Commander

PDP…… Past Department President

PDC……Past Department Commander

PNP .....Past National President

PNC……Past National Commander

PRO.....Public Relations Officer

R.S. Volunteer.....Regularly Scheduled Volunteer – volunteer who is scheduled to work at specified times.

Sackettes…….The fun and honor group of AMVETS Ladies Auxiliary

Sad Sacks……The fun and honor group of AMVETS

SEC .....State Executive Committee or State Executive Committeewoman

Silver Helmet…….AMVETS highest award presented at the Spring NEC banquet

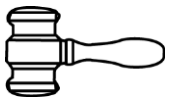
Sons of AMVETS…….Subsidiary organization of AMVETS

VAMC……Veterans Affairs Medical Center

VAVS.....Veterans Affairs Voluntary Services

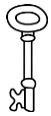
VSP .....Very Special Person

OFFICE AND SYMBOLS

President.....Gavel 

First Vice President.....Torch and Wings

Second Vice President .....Torch

Treasurer .....Key 

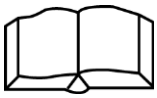
Chaplain .....Dove

Sergeant-at-Arms .....Mace

Executive Secretary .....Quill

Corresponding Secretary.....Bottle and Quill

Public Relations-Historian .....Scroll and Quill

Parliamentarian .....Open Book 

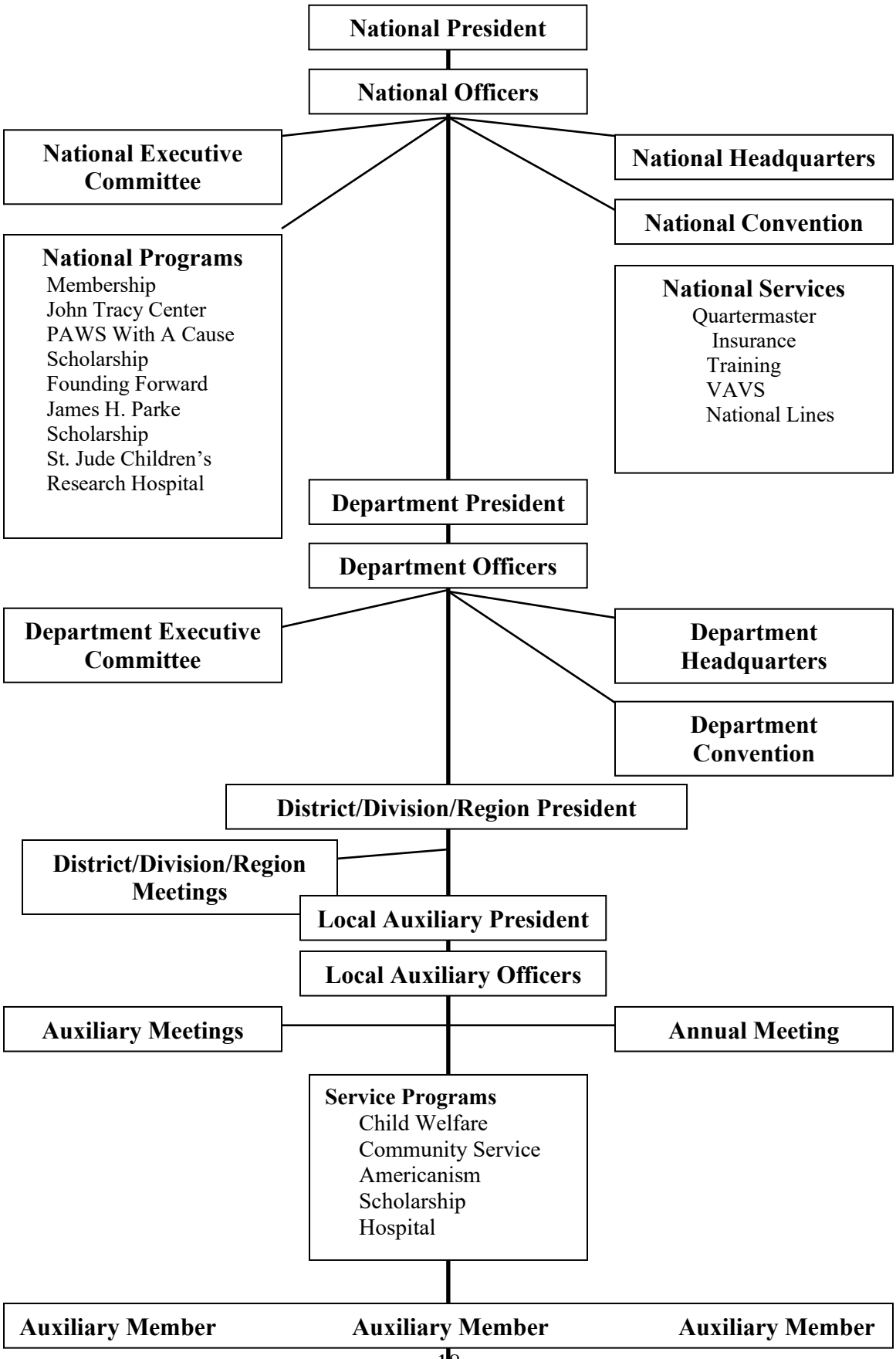
Liaison Officer-NEC.....Clasped Hands

★ SECTION 2: Organization

AMVETS Ladies Auxiliary is organized throughout the territorial United States, coordinated through its National Headquarters – the medium through which intermediate levels of the organization are correlated. National Headquarters serves as the principal artery of supply and the central body through which is initiated directives and policies prescribed by the National Convention and/or the National Executive Committee, and through which is accomplished the administration and direction of the organization and policies declared by the Constitution of AMVETS National Ladies Auxiliary.

Intermediate administrative groups are operated by the National Executive Committee and Department Executive Committees functioning within their respective regions and jurisdictions to supervise the organization and functioning of Local Auxiliaries as illustrated in the diagram on the following page.

ORGANIZATIONAL CHART OF AMVETS LADIES AUXILIARY



Revised 9/1/26

LOCAL AUXILIARIES

Local Auxiliaries are the basic foundation of AMVETS Ladies Auxiliary. They provide the membership, which elects National and Department officers and through the National Convention and National Executive Committee set the policy and provide the energy, will and driving force of the organization.

Each Auxiliary is an integral part of the organization and should

- strive to carry out its overall function;
- to cooperate with their AMVETS Post;
- to abide by the National Constitution, Department Bylaws and Local Bylaws thus perpetuating the Aims and Purposes of AMVETS Ladies Auxiliary.

Auxiliaries through civic initiative are charged with promoting

- leadership within the community
- actively directing Department and National Officers and Committees in pursuit of the principles of our parent organization, AMVETS.

Steps Toward Organizing Local Auxiliaries

1. Upon receipt the permission from the AMVETS Post, which is required, notification is sent to the Department noting the intention to organize and the date set for the first meeting. The Department will have a representative at the meeting and will furnish the necessary forms.
2. A minimum of ten (10) new eligible women is necessary to form an Auxiliary.
3. When the first meeting is called, the Department President or her representative will preside at the meeting. (If no Department exists, a Chairman, who is experienced in organizational work can be chosen by the Post Commander.) In that event, the forms referred to above can be obtained from National Ladies Auxiliary Headquarters.) A Secretary Pro Tem is appointed to take minutes of the meeting. The Department Officer will explain the Aims and Purposes of AMVETS Ladies Auxiliary.
4. Membership application forms are filled out by the members at the first meeting, eligibility established, and dues collected. The application forms must be signed by the applicant, Auxiliary Secretary, the AMVETS Membership Chairman and retained in the Local Auxiliary files. After the initial ten new members are obtained, members may transfer from MAL status or a member from an active Auxiliary can transfer, and then can be consider a Charter member.
5. The Charter Application is completed, and temporary officers are elected. These temporary officers shall continue to serve until the annual Auxiliary election. Annual meetings shall be held in the months of April or May. The Charter, after its receipt, may remain open for a period of no longer than six (6) months.
6. An Employer's Identification Number (EIN) shall be required by National and Department Headquarters upon approval of the Charter application.
7. Minimum dues and distribution of same shall be as set forth in the National Constitution and/or Department Bylaws in chartered Departments.
8. The Secretary fills out the Dues Remittance Forms (DR), forwarding two (2) copies to the Department Headquarters with the correct remittance for Department and National dues. One (1) copy is retained by the Local Auxiliary. Please follow the instructions as they appear on the DR form. In un-chartered States, Local Auxiliaries shall forward the Dues Remittance Form directly to AMVETS National Ladies Auxiliary Headquarters.
9. The Charter Application, which must be approved by the AMVETS Post and Department President, is sent with the Dues Remittance Form to the Department Auxiliary Headquarters with proper dues

payment. Remittance must be by check, money order or postal order, **never** by cash. Make checks payable to: AMVETS Ladies Auxiliary Department of _____. This same procedure is followed by Auxiliaries in un-chartered Departments, except that all forms and dues payments are sent to AMVETS National Ladies Auxiliary Headquarters with remittance payable to: AMVETS National Ladies Auxiliary.

10. The Department President or her representative is familiar with the organizational steps briefly outlined above and she will give you every assistance in correct procedure in accordance with the Constitution and Bylaws of AMVETS National Ladies Auxiliary. If there is no Department, write to AMVETS National Ladies Auxiliary Headquarters for assistance.
11. Local Auxiliaries shall hold a minimum of six (6) business meetings per year, with proper notification to all members of scheduled meeting. It is important that meetings be held regularly and that they be interesting and constructive meetings are held; the fundamental purpose of AMVETS Ladies Auxiliary should be remembered. This is to assist AMVETS in all of their activities and undertakings.
12. It is important that the members familiarize themselves with the working of AMVETS Ladies Auxiliary in order to carry on activities in the best interest of AMVETS and AMVETS Ladies Auxiliary.

Basic Requirements of All Local Auxiliaries

- A minimum of ten (10) members is required to remain an Auxiliary in good standing.
- Local Auxiliaries shall elect and/or appoint its officers as provided for in its Bylaws. Officers shall be elected and installed prior to the Department Convention.
- Members must pay dues by December 31 to maintain an active status.
- The primary purpose of a Local Auxiliary shall be to give support to or act in support of its AMVETS Post.
- All Local Auxiliaries MUST establish Bylaws and function according to same. All Bylaws must be approved by the Department President and Parliamentarian (2 copies) and shall be kept current. Local Auxiliaries without Departments shall be furnished a *Standard Set of Bylaws.*
- As a service organization, each Auxiliary should participate in and promote projects in connection with established programs of AMVETS National Ladies Auxiliary.
- As a follow through of all service work, Auxiliaries are **required** to report their service work as mandated by their Department. Due dates of these reports are as requested by the individual Departments. Local Auxiliaries in un-chartered Departments shall forward their service reports directly to the National Chairman.
- Local Auxiliaries shall maintain permanent files of minutes of meetings, membership, and financial records. The IRS and National Headquarters requirement for an Employer's Identification Number (EIN) shall apply.
- AMVETS National Ladies Auxiliary provides the necessary forms with which to carry on the business affairs of the Auxiliary. These forms may be obtained from your Department Headquarters and a supply should be on hand at all times.
- A Charter Revalidation Form must be prepared immediately following the annual election of Officers with copies for National and Department mailed to the Department Secretary prior to Department Convention in order to remain an Auxiliary in good standing.
- Proper handling of financial records is **IMPORTANT. Two (2) officers signatures ARE required on all checks,** an annual budget should be established, and an audit conducted following the close of the fiscal year.
- Federal regulations **REQUIRE** that all Auxiliaries, **MUST** file IRS Form 990 following the close of its fiscal year (see details in Headquarters section). Copies may be sent to the Department as specified in the Department Bylaws. Local Auxiliaries should make it a practice to be represented at all

Department, District, Division and/or Region meetings in order to keep informed and to have a voice in policy making of AMVETS Ladies Auxiliary.

- When it becomes necessary for a Local Auxiliary to seek further assistance, inquiries should be sent to the Department President who will disperse them to the proper Department Officers for an answer.
- When an Auxiliary disbands, all monies and properties are to be forwarded to the Department Headquarters where they will be held in escrow for a period of three (3) years as described in detail in the National Constitution.
- Each Local Auxiliary shall be entitled to be represented at the National Convention by duly elected Delegates and Alternates, as provided for in the Department Bylaws and the National Constitution.
- A Local Auxiliary may grant up to two (2) Honorary Membership per year, which will be reviewed annually. (See the National Constitution for details.)
- All donations to National Programs shall be sent through the Department, earmarking the checks to indicate the designated programs.

DISTRICTS – DIVISIONS – REGIONS

Departments may authorize the formation of Districts, Divisions and/or Regions within the State where two (2) or more Auxiliaries are organized and maintained. Formation of these must have the approval of the Department Convention. The geographical arrangements should coincide with those of the AMVET Department.

Basic Requirements of Districts, Divisions and/or Regions

- Districts, Divisions and/or Regions shall serve as "booster" organizations to further the Department programs and to render closer liaison with existing Local Auxiliaries.
- They shall serve to stimulate the organization of new Auxiliaries within their territory.
- Officers of the District may parallel with those of the Department insofar as the body wishes. Officers shall be elected in accordance with the Department Bylaws.
- A minimum of two (2) meetings shall be held annually.
- Districts may serve as a channeling group for Local Auxiliary service reports if mandated by the Department.
- Districts, Division and/or Regional Presidents should attend all meetings of the State Executive Committee in order to be informed of all Department programs requiring their support.
- The District, Division and/or Regional Presidents may be a voting member of the State Executive Committee if so provided for by the Department Bylaws.
- Bylaws of the District, Division and/or Region shall be approved by the Department President and Parliamentarian.
- All Districts, Division and/or Regions shall be required to file Form 990 with copies forwarded to the Department and National Headquarters.
- The District, Division and/or Region President shall be required to submit periodically a report to the Department regarding the activities and needs of its individual area.

DEPARTMENTS

A minimum of three (3) Local Auxiliaries shall be required to organize and maintain a Department within a State. A petition for the organization of a Department must be signed by at least three (3) Local Auxiliaries and forwarded to the National President. Upon receipt of the petition, the National President and/or her representative shall call a meeting within sixty (60) days for the purpose of organizing the Department. The officiating National Representative shall preside at the initial meeting until the election of officers. She shall then install the officers and relinquish the meeting to the new officers. The National Representative shall

explain fully the duties of officers and the responsibilities of the Department and offer whatever assistance that may be necessary to fully inform and educate the Department officials. National Headquarters will issue and forward the Department Charter to the Department President.

Basic Requirements of Departments

- The Department shall serve as an administrative body fully responsible for the Local Auxiliaries within its territory.
- The Department shall hold an annual convention between **May 15 and June 30** at which time it shall elect and install officers as provided for in the Department Bylaws.
- The Department shall establish a schedule of State Executive Committee meetings to conduct the affairs of the Department between conventions. The voting members of the S.E.C. shall be determined by the Department Bylaws.
- Officers of the Department shall perform such duties as provided for in the Department Bylaws and/or National Constitution.
- All new Departments must establish Bylaws within sixty (60) days following the first Department Convention.
- The Department Bylaws MUST be approved by the National Parliamentarian and maintained according to the National Constitution.
- The Department MUST establish some form of a Department Headquarters through the Office of the Department Secretary to serve as a coordinating point for all business affairs of the Department and to provide the Local Auxiliaries with the necessary organizational forms with which to carry forth the business of the organization.
- The Department should establish a means of communication with its Local Auxiliaries via a regular mailing schedule to promote National and Department programs and to give instruction and information to the Local Auxiliaries.
- Close contact should be maintained between Department and Local Auxiliaries with periodic visitations by Department Officers to give assistance and to promote programs.
- The Department shall assist in membership promotion and provide for an annual audit of the Department's financial records.
- The Department shall be required to file Internal Revenue Form 990 at the close of its financial year,
- It shall be the responsibility of the Department to process all membership for the State according to established procedures.
- Departments will be allotted annual membership cards in advance of a new year. They shall be held responsible for an accurate accounting of the cards.
- Departments are encouraged to conduct some form of instructional schools for local members and officers.
- Departments should be represented at all National Executive Committee meetings by the National Executive Committeewoman or her alternate, and by the Department Delegate at National Convention.
- Departments shall be responsible for the reporting of all service programs by Local Auxiliaries. Department reports to National shall be as published by the National Headquarters.
- In the event of the surrender, cancellation or forfeiture of a Department Charter, all monies and properties shall be forwarded to National Headquarters to be held in escrow for three (3) years as defined in the National Constitution.
- In order to keep the lines of communication open, Department MUST furnish National Headquarters with a completed Annual Charter Revalidation Form IMMEDIATELY FOLLOWING ELECTIONS. The Charter Revalidation Form must be received by National Headquarters by June 30. If the Department Convention is held the last weekend in June, ***a five (5) day grace period is allowed.***

- When it becomes necessary for the Departments to secure assistance or information, the directive should be forwarded to the National President who will direct same to the proper National Officer.
- Departments are to establish Program and Standing Committees as provided for in the National Constitution and Department Bylaws. The same shall apply to establishing a Board of Trustees.
- The offices that are unique to the Department level ONLY:

  NEC (National Executive Committeewoman) and NEC Alternate
  VAVS Representative and VAVS Deputy or Deputies
  Department Delegate to the National Convention and Department Alternate to the National Convention.

NATIONAL HEADQUARTERS

National Headquarters of AMVETS National Ladies Auxiliary is established with a Headquarters Staff who are under contract to the organization. The prime purpose of Headquarters is to provide **SERVICE** for the Local Auxiliaries, Districts, Departments and Auxiliary members. It is the focal point around which all affairs of the organization revolve. It serves as the final recording point for all membership dues, the point to which all program donations are sent and the point from which all directives and information bulletins, including those from National Officers are sent. It also serves to supply the organization with all necessary business forms to conduct the business affairs of AMVETS Ladies Auxiliary. These forms are essential to the operation of all levels of AMVETS Ladies Auxiliary and a supply of same should be on hand at all times. Among those available are:

- Annual Dues Remittance Form
- Deceased Member Form
- Life Member Form
- Transfer Forms
- Service Report Forms
- Membership Applications
- AMVETS Ladies Auxiliary Brochures
- National Constitution, Bylaws, and Manual

QUARTERMASTER

Pins, bars and all other official jewelry of the organization and various other items with the Auxiliary emblem for both personal and organizational use 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 – amvetsnationalquartermaster.com.***

SUBORDINATE ORGANIZATIONS OF AMVETS LADIES AUXILIARY

Sackettes

Sackettes is a subordinate organization of AMVETS National Ladies Auxiliary. It is the fun and honor organization, organized for the purpose of giving recognition to the members for their meritorious service contributed to AMVETS and AMVETS Ladies Auxiliary. Membership in Sackettes shall be limited to members in good standing of AMVETS Ladies Auxiliary and have acquired the number of points required by the Sackettes' Constitution. Points are earned through Auxiliary activities.

A Sackette meeting is a FRACAS
The Sackettes President is called "SNAPPIEST"

All Sackette fundraising activities go to benefit the only service program they have – scholarships for nurses.

BOARD OF TRUSTEES/ GAVELIERS

AMVETS Ladies Auxiliary "BOARD OF TRUSTEES" or "Gaveliers" is a subordinate organization of AMVETS Ladies Auxiliary. Membership in the BOARD OF TRUSTEES/ Gaveliers shall be limited to Past Presidents only. BOARD OF TRUSTEES/ Gaveliers may be formed on all levels and shall be self-supporting and self-governing but shall act in no way contrary to the National Constitution and Bylaws of National, Department, Locals of AMVETS or AMVETS Ladies Auxiliary.

Further information about the Sackettes and Board of Trustees can be obtained from AMVETS National Ladies Auxiliary Headquarters.

OUR PARENT ORGANIZATION – AMVETS

An AMVET is…

> "Any person who served or is currently serving in the Armed Forces of the United States of America at any time after **September 15, 1940,** is eligible for regular membership in AMVETS provided such service, when terminated by discharge or release from active duty, is by honorable separation, honorable discharge, or general discharge under honorable conditions. Any American citizen, as an American citizen, who served in the Armed Forces of an Allied nation of the United States, at any time after September 15, 1940 and before May 8, 1975 is eligible for regular membership in AMVETS, provided such service, when terminated by discharge or release from active duty, is by honorable discharge or honorable separation or general discharge under honorable conditions. No person who is a member of, or who advocates the principles of any organization believing in, or working for the overthrow of the United States Government by force, and no American citizen or permanent resident alien in the United States, one of its territories, possessions or District of Columbia who refuses to uphold and defend the Constitution of the United States shall be privileged to become, or continue to be, a member of this organization. All United States reservists and national guardsmen who are now serving, or have been honorably discharged since September 15, 1940, are eligible for regular membership in AMVETS provided such service, when terminated by discharge or release, is by honorable discharge or honorable separation."
>
> *AMVETS Constitution*
> *Article IV, Membership, Section 1*

SUBORDINATE ORGANIZATIONS OF AMVETS

Junior AMVETS

Eligibility for Junior AMVETS is:

- sons, daughters/stepchildren, brothers and sisters and grandchildren of AMVETS, AMVETS Ladies Auxiliary and SOA members, between the ages of five (5) and seventeen (17)
- sons and daughters, stepchildren, brothers, sisters, and grandchildren of deceased members of AMVETS

- sons and daughters of service men and women who died on active duty who would have been eligible for AMVETS membership
- The Junior AMVETS shall be under the control of the National Commander and the National Executive Committee, provided that nothing contained in this section shall in any way remove the jurisdiction given to the National organization and to Departments over corresponding units of the Junior AMVETS.

The purpose of Junior AMVETS is to:

- organize youth programs
- organize service programs
- organize bands, drill teams
- assist the parent organization AMVETS in its Aims and Purposes

A Post or an Auxiliary may form a Junior AMVETS organization with ten (10) eligible individuals. All charters must be approved by the Local AMVETS Post, AMVETS State Department and the National Junior AMVETS. Information on charters and membership cards are available from AMVETS National Headquarters.

When a member of Junior AMVETS reaches eighteen (18) years of age, he or she will no longer be an active member, but may assist in an advisory capacity. Girls, eighteen (18) years or older, may join the Auxiliary after establishing eligibility; boys or girls, eighteen (18) years or older, may joint AMVETS or Son of AMVETS, after establishing eligibility.

A Junior AMVETS coordinating committee, consisting of an AMVETS Chairman, three (3) additional AMVETS and an Auxiliary Chairman should be appointed by the Commanders and Presidents on all levels.

It is to be remembered that Junior AMVETS is an AMVETS program, and the Auxiliary participation is in accordance with the procedure of the individual Post or Department.

Sons of AMVETS

Eligibility for membership in the Sons of AMVETS shall be limited to:

- male descendants of AMVETS – sons, grandsons, adopted sons, stepsons of AMVETS
- father, husbands, widowers and brothers of AMVETS
- sons, grandsons, adopted sons, stepsons of deceased AMVETS
- father, husbands, widowers and brothers of deceased AMVETS
- sons, grandsons, adopted sons, stepsons of servicemen and women who died and would have been eligible for membership in AMVETS
- who are at least eighteen (18) years of age and are not eligible for membership in the parent organization AMVETS. “In laws” are excluded from membership in the Sons of AMVETS.

Sons of AMVETS shall be organized with National, State and Local organizations. Each level shall be approved by their corresponding level of AMVETS, the parent organization and shall be subsidiary to the sponsoring level.

Sad Sacks

Sad Sacks are the fun and honor group of the AMVETS. Membership in the Sad Sacks is based on participation in AMVETS programs. The leader or "president" of the Sad Sacks is known as THE SADDEST. Their service program is nursing scholarships.

AMVETS Riders

Eligibility for membership in the AMVETS Riders shall be limited to members in good standing of AMVETS, AMVETS Ladies Auxiliary and Sons of AMVETS.

The AMVETS Riders shall be under the control of the National Commander and the National Executive Committee. Each AMVETS Rider chapter shall be under the jurisdiction of the department whose name it bears.

★ SECTION 3: Officers & Committee Chairmen

The general duties of Officers and Committee Chairmen are as stated in the National Constitution and Bylaws, however, since there is an obligation on the part of all Officers and Chairmen to function effectively; the suggestions in this section will help them in the performance of their duties.

PRESIDENT
(Gavel)

The President should:

- Conduct meetings in a business-like manner according to Parliamentary procedure.
- Limit discussion to the business at hand.
- Provide all members an equal opportunity to voice their opinions.
- Discover the talents and abilities of members and place them on committees where they are best suited.
- Read all National and Department bulletins and correspondence to become well acquainted with all levels of AMVETS Ladies Auxiliary.
- Distribute National and Department correspondence to the appropriate Officers and Chairmen of the Auxiliary.
- Read National and Department Bulletins at meetings to keep members informed to enable them to take any action that is necessary.
- Make sure the service work being done by the members and Auxiliary is reported to the next level by the stipulated deadlines.
- Make sure the Officers and Committee Chairmen of the Auxiliary receive the portion of the ***Convention Digest*** that pertains to their office or committee and any awards that the Auxiliary desires to apply for are completed in accordance with the guidelines set forth in the ***Convention Digest.***
- Make sure the Charter Revalidation Form is completed and filed with the Department on or before the deadline date. **This is very important! Failure to do so could prevent the Auxiliary from being seated at the Department Convention.**
- Be available to represent the Auxiliary at all events where the President's presence will bring attention to AMVETS Ladies Auxiliary. If unable to do so, send the Vice President or other officer to represent the Auxiliary.
- Maintain proper files as they pertain to the Office of President and turn these files over to your successor.
- Recognize and praise the good work done by the Auxiliary members – **it pays big dividends.**

VICE PRESIDENTS
(First Vice President: Torch and Wings)
(Second Vice President: Torch)
(Third Vice President)

The Vice Presidents should:

- Act as an aide and assistant to the President.
- Perform other duties relative to the level of office she serves as prescribed in that level's Bylaws.
- Acquaint herself with the duties of the office and programs assigned to that office.
- Be prepared to offer projects and stimulate interest among Auxiliary members.
- Be prepared to preside at meetings and represent the Auxiliary at events in the absence of the President or other Vice Presidents.
- Assist the President by encouraging members to attend meetings and acquainting new members with the activities of the Auxiliary.
- Complete the proper reports with the next highest level.

RECORDING SECRETARY
(Quill)

In order to keep the "line of communication" open, the Recording Secretary is responsible for:

- Sending a list of Officers [with names complete, addresses accurate and phone numbers] to all higher levels – Districts, Department and National – immediately after election.
- Sending any change of name and/or address of members to Department and National Headquarters.
- Keeping custody of the Auxiliary's records, make the records available for inspection at any time and when a Committee needs them for the performance of its duties they should be turned over to the Chairman.
- Keeping a copy of the National Constitution, Department Bylaws and Local Bylaws so they are available for reference at any time.
- Keeping a copy of the names and address of District, Department and National Officers and Chairmen available for reference.
- Recording a motion as it was actually stated, the name of the member who made the motion, the name of the member who seconded the motion and whether it was passed, defeat, tabled, etc.
- Recording minutes of meetings that include:
  - The type of meeting [regular or special – Executive Committee, etc.]
  - Time
  - Place
  - Date
  - Presiding Officer
  - Roll Call
  - The approval of the minutes of the previous meeting
  - Balance of the Treasurer's report
  - Officers' and Committee reports
  - All motions
  - The program
  - Time the meeting was adjourned
- Keeping a supply of all organizational forms, as listed in this manual under National Headquarters, on hand at all times. These forms can be secured from the Department headquarters. Where no Department exists, contact National Ladies Auxiliary Headquarters.

Recording Secretaries or whoever is responsible for the remittance of membership dues:

- Follow the instruction of the Dues Remittance Forms [DR's] and any specific instructions given by the Department. All forms are to be typed or printed. Forms that are not will be returned.
- List members names **alphabetically**, making sure to list the name as it has been previously sent in – if the name was previously sent in as Margaret Smith, do not use Marge Smith, or Mrs. John Smith – legal names are to be used.
- When submitting New members and renewals on the same DR Form, be sure to list all the new members first, leave a space and then list the renewals.
- Make sure all copies of the DR forms are legible, utilizing the computer forms disc whenever possible.
- List all Life Members and Honorary Members on a DR form annually in order for every level to cross check their records and keep them up to date.
- Notify Department and National Headquarters of Deceased members.

- Name and/or address changes of members
- Membership transfers
- Members who have moved out of state
- Members whose addresses are unknown

CORRESPONDING SECRETARY

(Bottle and Quill)

In the instances where the Auxiliary has both a Recording and a Corresponding Secretary, the Corresponding Secretary shall carry on the correspondence of the group, keeping all material on file after it has been duly reported to the Auxiliary. She may also be responsible for sending out bulletins and notices of meetings, if this is the desire of the Auxiliary.

TREASURER

(Key)

The Treasurer should:

- Make sure that accurate financial records are kept and maintained on file.
- Give complete financial reports at all meetings or upon request.
- Check to see that your President, Secretary and Treasurer are bonded.
- File IRS Form 990, if it is required by IRS regulations, annually at the close of the fiscal year, with copies forwarded to the Department and National Headquarters.
- See that an annual audit is conducted.
- Establish an annual budget to guide the Auxiliary's expenditures and to indicate what funds are needed in order to operate.
- Make checks to National Headquarters payable to "AMVETS National Ladies Auxiliary". Checks to the Department should be made payable to AMVETS Ladies Auxiliary Department of {name of Department}.
- Issue no checks without proper authorization.
  Department/Auxiliary procedures for the issuing of checks require **two [2] signatures**.

PUBLIC RELATIONS OFFICER

(Public Relations-Historian: Scroll and Quill)

Every media should be used to secure publicity for your group, the press, radio, television, and other public information sources. Acquaint yourself with the proper way to present news items to all media – pay the newspapers, radio, and television stations a visit, introduce yourself and ask them how they want news presented. Make use of club columns, community notices and the letters to the editors' columns in the newspapers. Many radio and television stations also carry similar programs where your group's activities can be announced and publicized – don't give up – keep sending and supplying news. Sooner or later, your releases will get used. Releases should be sent to all media after each meeting, special event, or activity and upon visitation of Department and National officers.

All Public Relations Officers (PRO's) are urged to send news items to the National Ladies Auxiliary Headquarters and to their Department publications. You are also responsible for sending to Department and National PRO's or Editor pictures, newspaper clippings, etc., published on behalf of your group. Keep your area and the different levels of our organization informed of what your Auxiliary has accomplished.

While publicity serves today, it also serves to record for posterity the history of your group. You should be provided with the means to construct a history book and a scrapbook. These books should contain all

newspaper clippings, pictures, programs, and any other record, which pertains to the activities of your Auxiliary. If you have a publication, copies of same should be kept as part of your record. Listed in the ***AMVETS Ladies Auxiliary Manual*** is a suggested outline for arrangement of topics in your History Book and Scrapbook. You may use your own initiative in preparing your books according to the desires of your Department or Local Auxiliary.

Public Relations Officer should:

- Be publicity minded; not for personal reasons but for the good of the AMVETS and AMVETS Ladies Auxiliary. How can the public be interested in the organization if it knows nothing about the Auxiliary and the fine work it does?
- Promote the activities of the Auxiliary that will rate space in the local newspaper, then see that the newspaper knows about it.
- Make use of the local Radio and Television stations.
- Visit your newspaper, radio and television offices and make personal contact. They will appreciate this.
- Take time to write out the story as you wish it to appear rather than phoning or orally giving stories to your publicity agencies. In writing your story be sure to "What, Where, Who, When and Why." Do give names, address, and locations correctly. If the time element necessitates phoning a story in, write down the pertinent facts before phoning, so that you will omit nothing. Spell out names for the person taking down the story at the other end.
- Remember that newspaper, radio, and TV contacts have rules and regulations imposed on them which they must observe; and that their jobs may depend upon this observance. Don't be disappointed if your story does not appear exactly as you have sent it in. There may have been reasons why the changes were necessary on the part of the publicity agency.
- Remember a paid ad in the newspaper, now and then, will not only let the public know you are alive, but will also make the Auxiliary a "customer" of the editor. He will treat the Auxiliary that way on news coverage.
- Make an effort to print or copy, perhaps in cooperation with the Post, an Auxiliary newsletter. Exchange copies of it with other Posts and Auxiliaries. Put them on your mailing list. Send the newsletter to State and National AMVETS Ladies Auxiliary Headquarters. Keep the public informed and aware of AMVETS Ladies Auxiliary.

PARLIAMENTARIAN

(Open Book)

The Parliamentarian should:

- Be familiar with the AMVETS Ladies National Constitution.
- Be familiar with National, Department and Local Auxiliary Bylaws.
- Be familiar with the AMVETS Post Bylaws.
- Keep a copy of the AMVETS Ladies Auxiliary National Constitution and the Bylaws listed above at all times for reference.
- Keep a copy of the latest revision of ***Robert's Rules of Order*** available for ready reference.
- Make sure the business affairs of the Auxiliary are handled according to parliamentary procedure, which is basically the right of all members to be heard, and the right of the majority to rule.
- When called upon, interpret the National Constitution and/or Bylaws rendering an opinion. Only the Chair rules and it will be the decision of the Chair to accept or reject the Parliamentarian's opinion.

- To be sure that all Bylaws are kept up to date and revised according to provision in the AMVETS Ladies Auxiliary Constitution.
- The ***Robert's Rules of Order, Newly Revised*** and other parliamentary references are available to assist the Parliamentarian in her duties.
- **Remember** the **AMVETS Ladies Auxiliary National Constitution** governs all levels of AMVETS Ladies Auxiliary. The Bylaws apply only to the level of AMVETS Ladies Auxiliary for which it is written. *(The National Bylaws apply only when working on the National level or attending National Conventions or meetings – Department Bylaws apply only when working on the Department level and attending Department Conventions or meetings – Local Bylaws apply to the activities of the Local Auxiliaries.)*
- Be sure Bylaws on any level never conflict with the AMVETS Ladies Auxiliary **National Constitution**.

LIAISON OFFICER

(Liaison Officer-NEC: Clasped Hands)

A Liaison Committee may be established at the request of AMVETS on all levels. This Committee to consist of an equal number of AMVETS and AMVETS Ladies Auxiliary members under the Chairmanship of the AMVETS Liaison Officer and meets for the purpose of:

Furthering the service programs, membership drives and protocol.

This Committee will be added to the list of Standing Committees on the Department and Local levels.
(Refer to National AMVETS Bylaws, Article II, Section 1 (c).)

CHAPLAIN

(Dove)

The Chaplain stimulates and guides the growth of the spiritual and moral sense of obligation that enables a member to be dedicated to the Aims and Purposes of AMVETS Ladies Auxiliary and a faithful citizen of our country. The Chaplain promotes fortitude, reverence, and justice, as well as sympathy, kindness, and humility. The Chaplain is one of the ceremonial officers of AMVETS Ladies Auxiliary, and as such, she takes an active and important part in all Auxiliary ceremonies.

The Chaplain should:

- Give the opening and closing prayer at the Auxiliary/Department meetings and convention sessions.
- Give the prayers at New Member Induction Ceremony, Installation, Draping of the Charter, dinners, or other ceremonial events.
- At all times**,** have with her a prayer which is suitable for any occasion in the event she is asked, without notice, to give the opening or closing prayer. Always be prepared!!
- Be prepared to order the wreath or spray of evergreen and the red, white, and blue flowers (*see page 105)* for a Memorial Service for a deceased member.
- If asked by the AMVETS to participate in a Memorial Service, inquire what your duties will be.
- Send sympathy, get well, congratulation cards, to members when appropriate.
- Be governed by the Auxiliary's/Department's Bylaws or standing rules in the event of the death of an Auxiliary member or immediate family member of an Auxiliary member.
- Prepare the altar for meetings and ceremonies.
- Notify the Department Chaplain, immediately, of a deceased member in her Auxiliary.
- Check the National Convention Digest for the requirements of listing deceased members in the National Memorial Book.
- Be prepared to wear the official AMVETS Ladies Auxiliary uniform on certain occasions.

- Be familiar with the prayers and rituals of AMVETS Ladies Auxiliary as outlined in this Manual.

SERGEANT–AT–ARMS

(Mace)

Sergeant–at–Arms is the custodian of the colors. She is responsible for transporting them at all meetings and ceremonies where they are required. She shall appoint color bearers to assist her whenever necessary. Pages shall be appointed by the President to assist the Sergeant–at–Arms on the floor of a meeting or convention, when necessary.

The Sergeant–at–Arms shall:

- Post the colors at every meeting.
- Lead the Pledge of Allegiance to the Flag.
- See the meeting room is in order with tables and/or chairs for all members and guests
- Be the keeper of the door during meetings, answer all phone calls and deliver messages
- Escort guests to the rostrum and introduce new members to the membership
- Distribute and collect the ballots, during elections. Give ballots to the Judge and Tellers.
- Maintain order during meetings.
- Promote respect for the Flag at all times.
- Have a good knowledge of Flag etiquette, AMVETS Ladies Auxiliary ceremonies and the correct way to wear AMVETS Ladies Auxiliary official uniform.
- Wear AMVETS Ladies Auxiliary Official Uniform when participating in ceremonies and carrying out her duties at meetings and conventions.

NATIONAL EXECUTIVE COMMITTEEWOMAN

(Liaison Officer-NEC: Clasped Hands)

The National Executive Committeewoman (NECwoman) is a Department Officer, elected by the Department for a two (2) year term as provided for in the National Constitution. She serves the Department as their voting representative on the National Executive Committee (NEC).

Basic Duties

- The NECwoman serves as the connecting link between the Department and AMVETS National Ladies Auxiliary.
- She shall be required to represent her Department at all meetings of the National Executive Committee presenting a report on the activities, condition and needs of her Department.
- Notification on due dates for written reports will be sent by National Headquarters prior to scheduled meetings of the NEC. Reports will be duplicated by National Headquarters.
- She shall file a report with her Department, within 45 days of the close of the NEC meeting, of all action pertinent information of business conducted, with a copy to the National Parliamentarian.
- It shall be the **FULL RESPONSIBILITY** of the NECwoman to forward all Department service Chairmen Reports to the National Service Chairmen no later than December 1 and June 1.
- All correspondence emanating from the department, and all National correspondence into the Department, shall be copied to the NECwoman and Department President.
- Expenses of the NECwoman should be covered by the Department in their approved annual budget.
- She shall assist the Department in coordinating arrangements for the visitation of the National President or her representative.
- In the election years of the NECwoman, the outgoing NECwoman shall prepare the Department's report to the National Convention.

- When the National President requires a poll vote, the National Executive Committeewoman shall poll all Auxiliaries within the Department to determine the deciding factor of her vote.
- The NECwoman shall prepare the Department's entries for the National Awards according to specifications on the entry forms supplied annually in the ***Convention Digest.***
- The Alternate NECwoman (elected or appointed at the same time as the NECwoman), shall assume the duties of the NECwoman in her absence, resignation, or is removed from office.

DEPARTMENT DELEGATE

Each Department shall elect/select a Department Delegate and Alternate Delegate to the National convention at the time of the annual Department Convention as provided for in the Department Bylaws.

Basic Duties

- The Department Delegate shall be the permanent Chairman of the Department Delegation for the National convention. When a Roll Call of any Department Delegation is demanded by a Delegate, the Chairman of the delegation shall, without debate or discussion, poll the vote of her delegation and announce the vote.
- It shall be the duty of the Department Delegate to call a caucus of her delegation upon request of the members of her delegation at such times, as she deems necessary.
- She shall be responsible for filing a report to her Department of the activities and business conducted at the National Convention for distribution to the Department Officers and local Auxiliaries, within 45 days after the close of the National Convention.

DEPARTMENT VAVS REPRESENTATIVE& DEPUTY

The Department VAVS Representative shall be responsible for:

- Recruitment, retention and arrange for orientation course for all volunteers.
- Maintaining an accurate record of all hours served in hospital she represents.
- Report to the Department Hospital Chairman the names of volunteers, hours, money spent for materials and supplies furnished to the hospital.
- Inform Departments and Local Auxiliaries that all programs at the VA Medical Center must be channeled through her.
- Make certain that volunteers and Auxiliaries are afforded recognition for their work through the hospital's award program.

It shall be her responsibility to:

- Complete an Annual Joint Review in September [to include the Deputy's Associates and Honorary Representatives] with the Chief, Voluntary Services.
- Assign specific duties to the Deputy's and keep them informed of the VA program, policy, and procedures.
- Urge the attendance of the Deputy's at VAVS meetings and if she, as Representative is unable to attend, notify them in sufficient time to enable them to represent her.
- Inform volunteers that the Chief, Voluntary Services before receiving official hours –either Regular Scheduled or Occasional – may be credited to the volunteer's Auxiliary, must assign them to a hospital station.
- To request that the name and address of the National VAVS Representative, National Hospital Chairman and the Department President be placed on the Medical Center's mailing list.

Each VAVS Representative shall be allowed up to three (3) Deputies upon demonstrated need, which includes:

Potential recruitment of volunteers or units, type and extent of programs, the number of volunteers or units serving the hospital.

The Deputy shall, at all times, share in the responsibilities and duties of her VAVS Representative.

VETERANS AFFAIRS VOLUNTARY SERVICE

AMVETS Ladies Auxiliary should be represented at each VA Hospital within its State by a VAVS Representative and Deputies. The VAVS Representative and Deputy's serve as a liaison between AMVETS Ladies Auxiliary and the VAVS Advisory Committee of the VA Medical Center it serves.

The VAVS Representative and Deputies shall be appointed with the approval of the State Executive Committee. Appointments shall be for an indefinite period of service. A Representative may be removed for failure to comply with duties, failure to attend required meetings as specified by the VA, or by request for replacement for personal reasons. A letter requesting certification, countersigned by the President, must be sent by the Department Hospital Chairman to the National VAVS Representative containing the name, address, term of appointment and name of the hospital to be served. Certification of said Representative shall be forwarded to Chief, Voluntary Services of stated Hospital, with copies to proper persons. Representatives shall not be recognized, receive minutes, or be placed on the VA Hospital mailing list until certification has been completed by the National VAVS Representative.

The status of the VAVS Representative or Deputies as Department Officers shall be determined by the individual Department and covered in their Bylaws.

The VAVS Representatives or Deputies may credit hours, when the activity in which she participates involves the duties of her office, to her Local Auxiliary.

VAVS ADVISORY COMMITTEE

Each VA Medical Center VAVS Advisory Committee is composed of one (1) Representative from each participating organization and Deputies based upon demonstrated need. No Representative or Deputy shall be eligible to represent more than one (1) organization on the VAVS Committee, nor shall be eligible to serve on more than one (1) hospital VAVS Committee.

Associate Representative may be appointed if the Department is serving in a hospital in another State, which has a certified VAVS Representative.

A VAVS Representative who has served at least ten (10) years on a VAVS Advisory Committee may be appointed Honorary VAVS Representative and serve as an advisor and consultant without a vote on the Committee.

A minimum of four [4] meetings of the VAVS Advisory Committee is held yearly. Active Representatives on the Committee is defined as fifty (50%) percent attendance at meetings during the year by the Representative or Deputy. The organization will be removed from the hospital cumulative attendance records when the organization has not been represented at three (3) consecutive scheduled meetings by the Representative or Deputies.

The Department will be responsible for the selection and training of individuals to represent the organization on the VAVS Advisory Committee and interpret their responsibilities as to administrative duties and their leadership role in respect to the organization.

Any VA Medical Center volunteer may be removed from the VAVS program if they fail to provide satisfactory services or to comply with established policies and procedures. The same shall apply to any VAVS Representative or Deputies who fail to attend VAVS Advisory Committee Meetings or fails to provide positive and effective leadership to their Medical Center and Department.

Policies stated herein conform with VA mandates; however, individual VA Medical Centers may differ in their procedures. Please check with the Chief, Voluntary Services for additional information.

GENERAL COMMITTEE CHAIRMEN

General Committees are formed for a special reason, event, or function. The delegated assignment is the focus of that Committee and is the reason for its meetings, its planning, and its reports. This section applies to Committees such as:

- Bylaws
- Ways and Means
- Kitchen
- Community Supper
- Dance, etc.

Chairman of any Committee is responsible for:

- Successful functioning of the Committee.
- Completion of the assignment delegated to that Committee.
- Reporting at regular meetings:
  - Plans of the Committee.
  - Progress of the Committee.
  - Future plans of the Committee.
  - The responsibilities of each member of the Committee.
  - The dates each member will complete her assignment.
  - Any changes in the plans of the Committee which has already been announced and why they were necessary.
- Seeking approval of the membership when necessary.
- Giving a final report to the membership when the delegated assignment is completed.
- Accounting of any monies involved.
- Thanking those who have contributed to the success of the event/or Committee activity and when necessary write “Thank You” notes.

STANDING COMMITTEE CHAIRMEN

Standing Committees are listed in the Bylaws and are a permanent part of the organization. Committee members usually change when new officers are elected but the functions and duties of the Committee do not change. When the Board or the membership receives business that comes under the duties of a Standing committee that business is usually referred to the appropriate Chairman.

All levels of AMVETS Ladies Auxiliary may utilize the following Standing Committees:

- Bylaws

- Junior AMVETS
- Scrapbook
- Membership
- Liaison
- Honors and Awards
- Training
- Convention Advisory
- Finance

Other Standing Committee as deemed necessary by the Auxiliary or Department Standing Program Committees:

- Hospital
- Child Welfare
- Community Service
- Americanism (SOS)
- Scholarship
- VAVS

These Committees shall be headed by a Chairman and shall be composed of a number of Committee members as shall be determined by the Auxiliary in which it functions. Standing committees may parallel with those of National insofar as the Auxiliary wishes.

SERVICE PROGRAM CHAIRMEN

This section applies to all Service Program Chairman. This position is an important one as AMVETS Ladies Auxiliary depends upon all Program Chairmen to carry out its aims and purposes as a service organization. The Service Programs are:

- Child Welfare
- Community Service
- Hospital
- Americanism
- Scholarship

Chairmen are responsible for:

- The program assigned to that committee.
- Knowing and understanding the projects, which can be conducted under the program as outlined in this manual.
- Suggesting projects to the members.
- Directing approved projects to a successful completion.
- Planning for speakers at meetings that pertain to the purpose of the Committee, with the approval of the Auxiliary.
- Giving reports at each meeting of the Auxiliary.
- Keeping accurate reports of all projects, volunteers, hours served, donations, mileage, materials donated, new and used that are part of the program.
- Completing the mid-year and annual Service Reports.
- Knowing the deadline dates for filing Service reports and file the reports on time.
- Applying for Department and National awards that pertain to program assigned to the Committee.
- Recognizing the work of the members.

- Knowing the incentive awards that are appropriate for the program and utilize them to recruit and reward volunteers.
- Writing and issuing press releases to local newspapers, radio, and TV stations about the program for which the Committee is responsible and the projects done by the members. If the Auxiliary or Department has a PRO, the Chairman and the PRO should work together on publicity.

★ SECTION 4: Programs

AMVETS Ladies Auxiliary is a service organization with many fine established programs, which offer something of interest to all members. A program cannot be successful without member participation. Acquaint new members with the programs outlined in this section – urge them to become involved. Review the many projects suggested under each program – adopt new projects to challenge the interest of the members.

MEMBERSHIP

It is **IMPORTANT –** for without membership, Service Programs would not be possible. **MEMBERSHIP** equals **VOLUNTEERS** and **VOLUNTEERS** equal **SERVICE**. Thus, it is important that all levels of AMVETS Ladies Auxiliary conduct a vigorous membership program to secure new members and maintain their renewals. The Membership Chairman should encourage participation in membership contests on all levels, but most important membership begins and ends within the Local Auxiliary and must be concentrated at that level. The Local Chairman should acquaint herself with all Department and National Incentive Awards and urge their use and/or application for same when required. Suggestions to aid you membership program are listed below.

General Membership Information

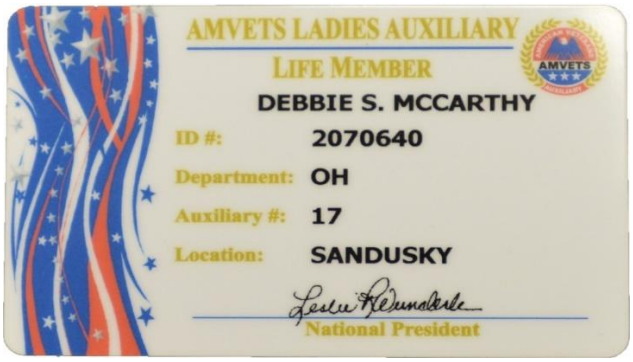
- A member cannot belong to more than one Auxiliary.
- Membership is on an annual basis, January 1 to December 31 and an Annual membership card is valid until December 31.
- Membership year shall run from January 1 to December 31. Any membership received at the local level after December 31st shall be counted as a new member and must reestablish eligibility.
- All dues (except Member-at-Large dues) shall be paid to the Local Auxiliary. The Local Auxiliary will then process the dues to the Department, which will then forward National's portion of the dues to National Headquarters.
- A member may transfer to any Auxiliary upon completing a Transfer Form issued by her Auxiliary. The Auxiliary that the member is transferring from, as well as the accepting Auxiliary, **must** sign the Transfer Form. Such transfers are subject to approval of the accepting Auxiliary, as outlined in their Local Bylaws.
- A person shall become a member of AMVETS Ladies Auxiliary upon written application, establishing her eligibility, and payment of dues on all levels as required by the Constitution, after the application is completed, it must be submitted to the local AMVET membership Chairman for verification.
- PRINT or TYPE Dues Remittance Forms. Dues should be remitted to Department/National as soon as they are received.
- Supply all information requested on the Dues Remittance Form -full name, address, zip code and ID number of the member whose dues are being processed.
- A member is classified as NEW if:
  - she is completing an Application for membership for the first time.
- When submitting Life Membership dues use a LIFE MEMBER FORM.
- Once a Life Member receives her Life Membership Card, she never pays dues, nor is she issued a preprinted membership card.
- 100% membership is when a Local Auxiliary has the same number of members as it had at the end of the previous year. This can be any combination of renewals, life, and new members.
- Report all deceased members immediately. The Local Membership Chairman should notify **Department** Headquarters immediately when she has been notified of a deceased member using the Deceased Member Form according to Department procedures. The Local Membership Chairman and Chaplain should work closely together on learning of a deceased member so that both officers can send notifications to their Department and National counterparts as outlined in their procedures.
- Department Secretary/Membership Chairman **MUST** use a **Transmittal Form** when sending monies/membership to National Headquarters. Departments that have developed their own cover

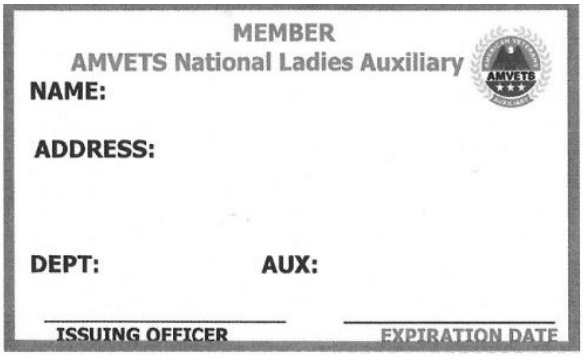
letters/forms for itemizing monies being remitted to National Headquarters do not have to use the **Transmittal Form**.

- When a member changes her name and/or address or when there is; a correction to be made in a member's name or address, it can be noted on the National and Department portion of the Preprinted Membership Card. If the change takes place **after** the Preprinted Card has been mailed in, then use the **Change of Name and Address Form**.
- When a change of name and/or address needs to be made for a Life Member use the **Change of Name and Address Form**.

Suggestions for Increasing Membership

- AMVETS can help the Auxiliaries in gaining new members; by giving the Auxiliary access to their membership roll in order that we may contact those persons eligible for membership as defined in the National Constitution.
- Be certain before you contact a person eligible for membership, that you thoroughly understand the Aims and Purposes of AMVETS and AMVETS Ladies Auxiliary.
- Before starting a membership drive, set aside a meeting or a generous portion of a meeting for the study and discussion of the Aims and Purposes of AMVETS and AMVETS Ladies Auxiliary.
- At the beginning of a membership drive set aside a meeting as guest night. Have each member responsible for bringing at least one (1) prospective member. Arrange an especially nice program and see that during the meeting that one (1) member, who is a convincing speaker, review the Aims and Purposes of the Auxiliary. It is also well to invite members of the community who are public spirited and whose support would be of great benefit to the Auxiliary, to attend these guest nights. Follow up the guest night with an invitation to prospective members to join the Auxiliary.
- Divide the members of the Auxiliary into teams in the membership drive. Have the teams compete with each other in securing new members. Set a specific date for the ending of the contest. Let the losing team treat the winning team and have the new members participate in the award as guests.
- Have an active reception or Hospitality Committee whose duty it shall be to see that at each meeting the members shall be greeted, and the new members are introduced to the entire membership.
- Offer a special award to the member who succeeds in securing the greatest number of new members during the year.
- At the end of each membership drive, set aside one (1) meeting for a New Member Induction Ceremony. The Induction Ceremony will give new members a better understanding of the purposes for our organization, and it will also instill in all of us a greater respect for AMVETS and AMVETS Ladies Auxiliary.
- Whenever you have an idea for aiding and increasing membership that you find through experience to be valuable, send the word on to the Department and National Chairmen so that you may help other Auxiliaries to increase their membership.
- Have older members contact the new members before meetings so that new members are accompanied to the first few meetings by some of the older members. This will make them feel you are genuinely interested in them as individuals and help to hold their interest and enthusiasm.
- Cooperate fully with your Department and National Membership Drives.





CRITERIA FOR MEMBERSHIP

To be eligible for membership in AMVETS Ladies Auxiliary one must be:

- Related to a member of AMVETS.
- Related to a deceased Veteran who could have been eligible for membership in AMVETS.
- A female Veteran.

The specific relationships are:

Wife.....regardless of age
Mother.....regardless of age
Grandmother .....regardless of age
Widow……regardless of age

AND

Daughter/stepdaughter .....**NOT LESS than 18 years of age**
Sister .....**NOT LESS than 18 years of age**
Granddaughter.....**NOT LESS than 18 years of age**

THE TERM MOTHER shall be construed so as to include any female member of the family, of or any female guardian of such person or deceased Veteran who has exercised or is exercising the care and responsibility for the rearing of such person or deceased Veteran

Eligibility of a Female Veteran

Eligibility of a female Veteran for membership in the Auxiliary can be met in two ways:

- She can be a member of AMVETS Ladies Auxiliary if she meets the requirements of regular membership set forth above.

OR

- If she cannot meet the regular requirements for membership in AMVETS Ladies Auxiliary or if she chooses to join AMVETS Ladies Auxiliary in her own right as a Veteran, then she **must**:
  - be an AMVET as defined in Article IV, Membership, Section 1 of the AMVETS Constitution.

AND

  - Maintain her AMVETS membership. *

** Refer to AMVETS Ladies Auxiliary Constitution, Article IV Membership & Dues Section I and/or AMVETS Constitution, Article XV Auxiliary, Section 2 [a].*

No person who is a member of, or who advocates the principles of any organization believing in or working for the overthrow of the United States Government by force, and no person who refuses to uphold and defend

the Constitution of the United States shall be privileged to become or continue to be a member of this organization.

Any member who has been duly recognized as a member of the Auxiliary under the provisions of Article IV, Section 1 of the Constitution shall be allowed to remain a member of the Auxiliary so long as she remains a member in good standing.

Honorary Memberships are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to persons who are not eligible for regular membership. Local Auxiliaries may grant two Honorary Membership per year. Honorary Memberships must be renewed annually.

The issuing Auxiliary can rescind an Honorary Membership, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year.

Notification of such action shall be sent to the Honorary Member and to AMVETS National Ladies Auxiliary Headquarters. Honorary Members may not transfer. Honorary Members are not eligible for an elected office; however, they may hold an appointed office on the Local level. Honorary members cannot vote.

Honorary Membership shall be reviewed annually for the continuation of honorary status.

SERVICE PROGRAMS

While Service Programs are the basis of our organization -the reporting of service work is the "life-line" which completes the Auxiliary's obligation to AMVETS. The reporting of hours, monies, material, mileage, etc., from the Local Auxiliaries to Districts to Departments to National demonstrates that AMVETS Ladies Auxiliary carries out its Aims and Purposes and helps to establish that it is a non-profit organization. Thus, reporting the Auxiliary's service work is **IMPORTANT...REMEMBER** always, that your program is not completed until it is properly reported. The Service Programs are Hospital, Americanism, Scholarship, Child Welfare and Community Service.

HOSPITAL

The definition of "hospital" as used in the AMVETS Ladies Auxiliary Hospital program: A Hospital is defined as: any institution providing health care services to the physically and mentally ill; this includes nursing homes and convalescent homes (when medically staffed).

The Hospital Program of AMVETS Ladies Auxiliary is diversified in so far as it is carried on in all types of hospitals and nursing care facilities **BUT** unified in its objective to bring cheer and diversion to the hospitalized Veterans, their dependents, and the community it serves.

The bulk of volunteer service is given in Veterans Affairs Medical Centers across the country under the direction of our VAVS Representatives. To learn what your group can do to assist in the VA Medical Center Program, contact your Department Representative or Department Hospital Chairman. The needs of the hospitals vary, but there is something for all to do. While your members may not be available to serve actual time at the Center, there is a need for refreshments and other comfort items {i.e., books, magazines, games, etc.}, which can be made or collected at home. **REMEMBER** that any services to the VA Medical Center must be channeled through the VAVS Representative. Volunteers serving hours in the hospital work in many capacities -recreation, therapy, record keeping, wheelchair service, socializing, etc. The assignments are many – the volunteers too few. Urge your members to take the VA Medical Center Orientation Course. Your group may also sponsor specific events such as dances, picnics, games, parties, stage shows, outings, etc. - the

possibilities are unlimited. Often times, there is a need at the hospital for television sets, electric shavers, etc., which can be donated by your group.

Hospital programs are also carried out in nursing care facilities community, county, and state hospitals. Contact should be made with the institutions in your area to learn of their needs, which often parallel the needs of the VA Medical Centers. Interest your Junior AMVETS and other youths in volunteering their time to hospital service. The age requirement of youth volunteers varies from hospital to hospital, so check with the hospital.

Reward the service of your volunteers by presenting the AMVETS National Ladies Auxiliary Hospital Pin and Hour Bars as specified under Incentive Awards in the AMVETS Ladies Auxiliary Manual.

Hospital Programs

- **AMVETS Because We Care Day**
  Held the 1st Wednesday in April in all VA Medical Centers between 2:00 p.m. - 8:00 p.m.
- **AMVETS Matching Funds Program**
  AMVETS National Service Foundation has a program by which AMVETS Ladies Auxiliary can apply for matching funds to help sponsor programs at local VA Medical Centers, State Veterans Homes, and VA Contract Nursing homes. The main qualification for matching funds is that the Auxiliary involved must select a project costing at least **$1,000 but not more than $5,000**. The Auxiliary must then contribute at least half of the project's total cost. There is a list of projects that may receive favorable consideration and matching funds are subject to funds available. *(Contact the Department Hospital Chairman or VAVS Representative for complete details and the required forms.)*
- **Salute to Hospitalized Veterans Week**
  This salute is a program sponsored by the VA and is held the week in February that contains Valentine's Day. To participate in this program, contact the Department Hospital Chairman or the VAVS Representative
- **St. Jude Children's Research Hospital**
  Opened in 1962 and is the first institution established for the sole purpose of conducting basic and clinical research into catastrophic childhood diseases, mainly cancer. It is the largest childhood cancer research center in the United States in terms of number of patients enrolled and successfully treated. St. Jude Children's Research Hospital, which is non-sectarian, treats children without regard to race, religion, creed, or the ability to pay. Families who have no insurance are never asked to pay.
  AMVETS Ladies Auxiliary supports St. Jude Children's Research Hospital, Memphis, Tennessee through its donations. Auxiliaries, Departments, and individual members can donate to the St. Jude Children's Research Hospital fund. A check is presented annually to St. Jude Children's Research Hospital for Children for all the donations received at National Headquarters during the year.
  All donations to National Programs are sent through the Department to National Headquarters and must be received by May 30 to be included in the National Convention Book and included in the current year's presentation. All donations to St. Jude Children's Research Hospital should be reported on the Local Auxiliary and Department Hospital Service Report Form.
- **Carnivals**
- **Bingo Parties**
- **Off-station parties for the hospitalized Veterans**
  Compassionate Action for those Veterans who have no one to care about them in the last days of their lives or who would be able to attend their funeral. Volunteers can make a compassionate difference to these Veterans, as no Veteran deserves to be alone at this time.

- **Youth Volunteers**
- **James H. Parke Scholarship**
  The VAVS National Advisory Committee handles the "James H. Parke Memorial Youth Scholarship Award," which is awarded annually at a luncheon held during the Annual meeting of the VAVS National Advisory Board. AMVETS Ladies Auxiliary supports this scholarship with donations from members, Auxiliaries and Departments. All donations to National Programs are sent through the Department to National Headquarters and must be received by May 30 to be included in the National Convention Book and included in the current year's presentation. All donations to James H. Parke Scholarship should be reported on the Local Auxiliary or Department Hospital Service Report Form.
  The James H. Parke Memorial Youth Scholarship program was named for James H. Parke. Mr. Parke was the first Director of Voluntary Service and the founding father of the Department of Veterans Affairs Voluntary Service (VAVS) National Advisory Committee [NAC]. The James H. Parke Memorial Fund was established in 1976 to serve as a source of funds for a VAVS staff and Veteran's organizations contribute to the fund.
  Candidates for this scholarship may be nominated by each VA Medical Center. To be eligible, candidates must have completed 100 hours of regularly scheduled volunteer service as a VAVS Youth Volunteer during the calendar year of the award prior to August 15 and have not reached their 20th birthday. More information about the James H. Parke Memorial Scholarship Award may be obtained by contacting the National VAVS Chairman.
- **At Home Program**
  For those who cannot go to the hospital but can make items at home for use in the hospitals or nursing home or for use in any of the Auxiliary's Hospital Programs.
- **Regular Scheduled volunteers**
  Check with the VAVS Representative for a list of assignments the hospital has for those who wish to volunteer on a regular basis.

AMERICANISM

Definition of Americanism

"Americanism is the unfailing love of country; loyalty to its institutions and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and posterity." *—Author Unknown*

While the need for a sound, positive Americanism program is basic to the Objectives of AMVETS Ladies Auxiliary; the intent is lost unless all members actively participate as purposeful citizens. Let the community you serve know that members of AMVETS Ladies Auxiliary are responsible citizens by sponsoring and participating in projects that will strengthen the "Democratic Way of Life" and preserve freedom for mankind. Americanism **MUST** be and **SHOULD** be a large part of your overall programming. Categorically, our Americanism program is threefold -Positive Americanism -People to People -Citizenship. The projects that can be carried out are unlimited. Auxiliary members are encouraged to read the Definition of Americanism and any other essays, poems, articles, or other materials that discuss patriotic ideals during their regular meetings. (This does not constitute a project and no hours are credited.)

Positive Americanism

- Present Flags and Flag information brochures to schools, institutions, and other youth groups.
- Present Flag programs in your local schools.
- Sponsor AMVETS and AMVETS Ladies Auxiliary Americanism Poster & Essay Contests.

- Send a ninth-grade student to AMVETS National Youth Leadership Seminar held at Founding Forward in Valley Forge in November.
- Give a scholarship or partial scholarship to a teacher to attend the summer Graduate Seminars at Founding Forward.
- Support Founding Forward

Founding Forward

Located in Valley Forge, Pennsylvania. Founding Forward is the result of a merger between The Union League Legacy Foundation and Freedoms Foundation at Valley Forge. These two organizations, founded in 1947 and 1949 respectively, united in 2024 based on their long-standing partnership and shared values. Together as Founding Forward, they will combine their greatest assets and strengths to become the leading voice and institution in civic education. Each year students from all walks of life take part in educational programs that include U.S. history, constitutional rights and citizen's responsibilities, core values and the private enterprise system. In addition, elementary and secondary school educators participate in seminars and workshops on effective techniques for teaching citizenship related topics in contemporary society.

- Promote "Love America Week" during the week of Veteran's Day.
- Distribute historical documents to schools, etc., such as the Declaration of Independence, Bill of Rights, etc.
- Pledge of Allegiance Day – April 30th or last school day in April – 1:30 p.m. EST
- Support the Vietnam Veterans Memorial
- Support the Chapel of Four Chaplains.
- Develop a Youth Volunteer Program to assist the Auxiliary with Americanism programs.
- Attend the AMVETS National Ladies Auxiliary Seminar at Founding Forward.

People-to-People

- Sponsor pen pals in foreign countries
- Give your support to CARE, Project HOPE and UNICEF
- Any overseas services for non-military families, children and/or adults
- Send used greeting cards, cancelled stamps, used cell phones, etc. to aid or assist Veterans or military member/families

Citizenship

- Sponsor "Get Out And Vote" campaigns
- Urge Auxiliary members to vote in all elections: No evaluation or project hours allowed for individual voting
- Encourage Auxiliary members to support legislative matters, which might be sent from ***your Department Americanism Officer*** and National Legislative Officers through petitions, letter writing or telegrams.
- Sponsor Citizen Day programs
- Offer assistance to new citizenship classes.
- Become a part of any patriotic council in the community
- Assist with new voter registration
- Participate in community and state patriotic holiday programs
- Sponsor and participate in Patriotic Parades
- Fly the American Flag (no evaluations or project hours allowed)
- Clean and/or decorate Veteran's graves

Serve Our Servicemen and Women-SOS

Service to our servicemen and women is equally important in peacetime as in war. It has been instituted for the purpose of bringing assistance, help, cheer, etc., to those serving our country. But most important, to let our service people know we care and appreciate the service they are giving to their country. SOS is an Americanism project and reported accordingly.

- There are many ways to remember those in service to their country:
- Present writing kits and toilet articles as they leave for service.
- Keep in touch with men and women of your community who are in service, remember them on holidays, birthdays and a subscription to the local newspaper is always appreciated.
- If there is a U.S.O. center in your area, contact it to see how your Auxiliary can help. The U.S.O. needs volunteers and items, so there is much you can do.
- Send food, phone cards and comfort packages to those overseas.
- Make any service man or woman, who is visiting your area, feel welcome – invite them to your home and to your Post Home for scheduled activities and the use of your facilities.
- Letters mean a lot to anyone away from home – many without families, sponsor letter-writing projects
- Contact State Family Readiness Groups for ways in which to support Military families.

SCHOLARSHIP

All donations to AMVETS National Ladies Auxiliary Scholarship Fund are sent to National Ladies Auxiliary Headquarters by the Department. National Headquarters has donation cards, which are used to make a donation in the name of a deceased person, or to remember them on other occasions, birthdays, anniversaries, job promotion, etc. Donations are sent to National Headquarters and an acknowledgment card is sent to the family of the deceased or to the person being remembered stating a donation has been made in their name.

AMVETS National Ladies Auxiliary offers scholarships to a member's son, daughter, or grandchild, and to members of AMVETS Ladies Auxiliary. All Local Auxiliary and Departments have the privilege of participating in the National Scholarship Fund.

Members of AMVETS Ladies Auxiliary should assist AMVETS in promoting their various scholarships**,** such as nursing scholarships and those offered to children of deceased and/or disabled Veterans, on the National and Department levels. Full particulars for all AMVETS Scholarships are available from AMVETS National Headquarters, Programs Department. **Scholarship applications will only be accepted on original or photocopied current National Scholarship Forms.** AMVETS National Ladies Auxiliary Scholarship applications are available on-line at www.amvetsaux.org or through AMVETS National Ladies Auxiliary Headquarters.

AMVETS Ladies Auxiliary National Scholarship

Two (2) scholarships of $1,000 each and three (3) to five (5) scholarships of $750 are available to members and their children. Applicants must be in at least her/his second year of undergraduate study at an accredited college or university.

Career Start Scholarships

One (1) to three (3) $500 scholarships will be awarded. Members of AMVETS Ladies Auxiliary who are re-entering the work force and need new or different skills or need to update their skills should apply. Applicants must have completed at least one semester/quarter of study at an accredited technical college, business college, college, or university.

College Support Scholarship

A possible total of two (2) scholarships of $500 each may be awarded. Applicants must be a son, daughter, or grandchild of a member of AMVETS Ladies Auxiliary and must be a graduating high school senior who has been accepted to an accredited college or university.

Trade Scholarship

The AMVETS National Ladies Auxiliary Trade Scholarship has been established for those who are entering the trades. The applicant must be an Auxiliary member, or the son, daughter, step-child, grandchild or step-grandchild of a current member of the AMVETS Ladies Auxiliary who has been accepted into an accredited trade school. Applications will be judged and scholarships awarded at the National Convention held during the month of August. A possible total of two (2) $500 scholarships may be awarded at that time.

Scholarship applications can be obtained from AMVETS National Ladies Auxiliary Headquarters. Completed applications should be sent to AMVETS National Ladies Auxiliary Headquarters, marked to the attention of the National Scholarship Officer, and postmarked no later than June 1. Scholarship winners are announced at the National Convention.

Scholarship Chairmen are urged to support the Scholarship programs offered by National, Department and in their own Locals by their contributions and by encouraging students to enter for the available scholarships. If your Local does not have a Scholarship Program, you are encouraged to establish one.

Remember all work in promoting scholarships on any level is reported as a separate program under Scholarship.

Department and Local Scholarship Officers should:

- Explain to the membership what scholarships are available.
- Include in your scholarship presentation the scholarships of AMVETS, subordinate organizations of AMVETS and AMVETS Ladies Auxiliary, Department, and appropriate Local Auxiliaries.
- Send copies of the scholarship applications to the financial office of colleges in your area.
- Locate members who may be considering going back into the work force and tell them about Career Start Scholarship.
- Tell any member who is looking for a job or who needs to up-date her skills to get another position about our Career Start Scholarship.
- Find out if any member is planning to return to school at the undergraduate level and let her know that AMVETS Ladies Auxiliary has scholarships for members who are in undergraduate programs.
- Does a member have children or grandchildren in college at the undergraduate level? Tell them that AMVETS Scholarship for undergraduate studies is available to their children and grandchildren.
- Have a special scholarship cake for the February meeting. Each member who donates fifty cents ($.50) to the National Scholarship fund gets a piece of this special cake. Somewhere in the cake could be hidden a marker, something that will not harm anyone. The member who gets the piece with the marker in it gets a prize. Members can collect fifty cents ($.50) from their families, friends, and neighbors so that they can get several opportunities to win the prize. This is just a suggestion. No doubt you can think of many, many ways to make a few dollars for the Scholarship Fund and celebrate Scholarship month at the same time. Just a thought to keep in mind. If every member donated one ($1.00) dollar towards the National Scholarship Fund what wonderful scholarship programs AMVETS Ladies Auxiliary could develop.
- Make your report or presentation special for February. You might want to wear a cap and gown, present diplomas or carnations or develop your own method of getting the members attention and giving them information that will be of interest to them.

- Have Sunday brunch and invite a high school or college counselor to be the guest speaker. The topic that you might ask the guest speaker to address is "Preparing for College".
- Special Fund raisers:

□ Walk-A-Thon □ Bike-A-Thon
□ Rock-A-Thon □ Silent Auction□ Progressive Raffle

EDUCATION IS THE BEST INVESTMENT WE CAN MAKE FOR OUR FUTURE

CHILD WELFARE

Child Welfare

Any activity or project that benefits **ONLY** children is considered Child Welfare and is reported as such. Child Welfare is close to the heart of every member of AMVETS Ladies Auxiliary. Projects to provide for the welfare and well-being of children are unlimited. Learn the needs in the community and sponsor projects, which will provide comfort, assistance, and love that is often needed to make life worthwhile.

Suggested Child Welfare projects

- **John Tracy Center** – a National program, that through donations from members, Auxiliaries and Departments, helps sponsor correspondence courses, which are provided by the John Tracy Center, for hearing impaired preschool children. Auxiliaries are asked to plan one function that benefits this program each year. This project should receive promotion and publicity in the local newspaper, radio stations and local TV stations. All donations for the John Tracy Center should be forwarded through the Department to National Headquarters.
- Sponsor projects in orphanages and children's homes.
- Sponsor a child providing her/his personal needs.
- Sponsor Scout troops, baseball, football, soccer, etc.
- Assist underprivileged children with:
  - clothing
  - dental care
  - medical expenses
  - school milk programs
  - school supplies
  - recreational entertainment
- Sponsor holiday parties for underprivileged institutionalized children
- Contact Local or State Juvenile Courts to learn how the Auxiliary can help children in trouble.
- Sponsor summer playground activities
- Donate playground equipment
- Support or sponsor community youth center. Make the Post home (with AMVETS approval) available for youth dances, games, and parties
- Volunteer, in the name of AMVETS Ladies Auxiliary, for authorized agencies such as Muscular Dystrophy, Cerebral Palsy, etc. (If the service is for children only.)
- Assist AMVETS in its AADAA Program for kindergarten through l2th grade by addressing substance abuse in schools. Assist with the AADAA poster contest. (AADAA -AMVETS Against Drug and Alcohol Abuse)

COMMUNITY SERVICE

Community Service

Any activity or project that benefits adults or both children and adults in the community is considered Community Service and is reported as such. It is important that AMVETS Ladies Auxiliary become involved in the community it serves by contributing towards the welfare of all its people. Groups are recognized for what they do -become known and recognized in your community through the service work of the Auxiliary.

Suggested Community Service Projects

- **Paws With A Cause®**
  A National program, that through donations from members, Auxiliaries and Departments, helps sponsor trained dogs, which are provided by the PAWS With A Cause®, for hearing impaired and mobility impaired handicapped people. Auxiliaries are asked to plan one function that benefits this program each year. This project should receive promotion and publicity in the local newspaper, radio stations and local TV stations. All donations for the PAWS With A Cause® should be forwarded through the Department to National Headquarters.
- Attend local council meetings and make AMVETS Ladies Auxiliary an organization for good government.
- Assist and support community health clinics
- Cooperate with the local Safety Council
- Promote safety programs such as:
  - bicycle safety
  - pedestrian safety
  - driving safety
  - school patrols
- Provide assistance for underprivileged families – food, clothing, home furnishing, transportation, fuel, medical care, etc.
- Assistance to the blind– i.e., Pilot Dogs Inc., New Eyes for the Needy, etc.
- Cooperate with fund raising for local and national agencies – United Fund, Easter Seals, TB Seals, March of Dimes, Heart, Hurricane, Flood or Tornado Relief.
- Sponsor community clean-up campaigns
- Sponsor Senior Citizen activities – provide transportation, invite them to the Post Home for meals and recreational programs.
- Special Olympics for the Handicapped (VSP –Very Special People)
- Plan programs at a Ronald McDonald House
- Fisher House

OTHER PROGRAMS

Seminars and Training

AMVETS National Ladies Auxiliary offers its members a series of training programs that are designed to promote an understanding of our Aims and Purposes and to develop effective leadership. The programs are:

Schools of Instruction

A School of Instruction is a program that is conducted, upon request to the National President and National Headquarters, at different locations throughout the country to give members a basic overview of AMVETS National Ladies Auxiliary. An Auxiliary, group of Auxiliaries, Department or Group of Departments may sponsor a School of Instruction. The sponsor is responsible for:

- Requesting a School of Instruction in writing, giving date and location. An alternate date would be helpful. Requests should be sent to the National President. The National President shall contact the Chairman of the Training Committee.
- Providing the facility for the School of Instruction
- Travel and hotel room for the trainer/s
- Morning and afternoon coffee breaks
- Assistance in acquiring audio/visual equipment
- Making sure lunch is available. It is the sponsor's decision whether or not lunch is included or whether each participant is responsible for their own lunch.

The sponsor should charge a registration fee to help defray the cost of the School of Instruction.

National AMVETS Ladies Auxiliary shall provide the books and the equipment for the School of Instruction and the shipping charges of same.

A school of instruction shall be held in each newly Chartered Department within the first year of the Charter. National shall assume financial responsibility from the training budget line item.

FOCUS

FOCUS programs are a series of programs conducted at the National Conventions. A variety of programs and/or seminars are offered at a time scheduled on the National Convention agenda.

WAYS AND MEANS

Here are some suggested ways in which Auxiliaries have raised money for various charitable works and for the very important business of sending their full quota of voting delegates to every Convention.

If an Auxiliary has an original idea for making money, pass it on to the rest of the organization through a good write-up in your reports. New ideas are always needed and most welcome.

Some ideas, which have been very satisfactory throughout the country, are:

- Bake Sales
- Charity Balls
- Ice Cream Socials
- Card Parties
- Benefit Teas
- Auctions
- Selling Christmas/Everyday Cards
- AMVETS Pearls
- Plays or Programs
- Booths at Fairs or Celebrations
- Parties
- Hot Coffee/Donuts at Football Games
- Raffles
- Chances on Door Prizes
- White Clovers

NOTE: All laws regarding fundraising **must** be carefully followed – Federal, State, County and Local. Also refer to the AMVETS regulations of Public Fund Raising *(see page 18 on Public Fundraising)*. When signing contracts, check with the Post Judge Advocate. Make sure the Auxiliary has obtained the necessary licenses or permits. When selling White Clovers and standing outside of a store or supermarket, contact the management for permission. Make sure all safety rules are followed. If holding the event in a hotel or public facility, make sure their policies are followed. Be extremely careful when doing a sales promotion on a percentage basis – have the contract thoroughly reviewed by the Judge Advocate or legal counsel. If in doubt

about the reliability of a company or salesperson, check with the Better Business Bureau or Chamber of Commerce to determine if there have been any complaints against them.

Be extremely careful not to enter into anything that would cause discredit to AMVETS or AMVETS Ladies Auxiliary. Remember – a carefully planned publicity program in advance of a project is one way of insuring success.

AMVETS Pearls

AMVETS National Ladies Auxiliary recognizes the AMVETS Pearl as an official fundraising project. Pearl sales are usually held in the month of December commemorating Pearl Harbor Day, December 7th.

All funds realized through the sale of AMVETS pearls are to be used exclusively for service programs.

White Clover Sales

AMVETS National Ladies Auxiliary recognizes the sale of AMVETS White Clovers as an official fundraising project.

All funds realized through the sale of White Clovers are to be used exclusively for service programs.

AMVETS Pearls and White Clovers are available 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***