



Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:

Deadline:

Election of Officers, and Delegates and Alternates.

○ April 30

Signed Installation Report forwarded to Department and input into MALTA.

○ Immediately after installation

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

○ August 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

○ Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

○ September 30

Audit Reports

Period 1/1 – 3/31 completed by 4/30

Period 4/1 – 6/30 completed by 7/31

Period 7/1 – 9/30 completed by 10/31

Period 10/1-12/31 completed by 1/31

○ Approved Audit to Department Treasurer
Period 1/1 – 3/31 due by 5/31
Period 4/1 – 6/30 due by 8/31
Period 7/1 – 9/30 due by 11/30
Period 10/1-12/31 due by 2/28

Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.

○ See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

○ February 1 of the current year

Hold at least ten business meetings per year.

○ Between July 1 and June 30