

Information For Auxiliary & District Treasurers

Treasurer's Workshop—August 3, 2025 From 9AM—5PM

August 2025



Good August Everyone,

I hope everyone is enjoying their summer and keeping cool with the unusually warm temperature we are experiencing for early summer.

TREASURER'S TRAINING

I have been penning this training for New Auxiliary/District Treasurers, but this workshop is open for all Treasurers. I have scheduled it for Sunday, August 3, 2025 from 9AM to 5PM. If you plan on attending, please let me know. Refreshments and lunch will be provided.

IRS E-FORM 990 IS NOW DUE FOR MOST OF US

The Listings below contain information regarding the 990s that I file for the Auxiliary. If your Auxiliary has a strike through that means that I have completed it and sent the President and Treasurer a copy of the filing for their files. **You must have this copy available, when the District President or their representative makes their visit to your Auxiliary.** If your Auxiliary/District appears in these listings, I will be completing your 990 before the due date and I will be sending you a copy.

Auxiliaries Whose Tax Year Ends December 31—990 Due May 15: 460, 327, 350, 1411, 2632, 3065, 5633, 6658, 6775, 8509, 8806, 8810, 8950, 9376, D-1, D-6, and D16.

Auxiliaries Whose Tax Year Ends May 31—990 Due October 15: 2678

Auxiliaries Whose Tax Year Ends June 30—990 Due November 15: 304, 341, 467, 521, 1936, 2462, 2562, 2621, 2996, 3285, 5246, 5337, 5367, 5471, 5627, 6027, 6054, 6506, 6918, 7460, 7464, 7687, 7757, 8126, 8175, 8672, 9619, 10028, 10067, 10077, 10078, D-2, D-3, D-4, D-5, D-7, D-10, D-11, and D-14.

Auxiliaries Whose Tax Year Ends July 31—990 Due December 15: 5118

For those Auxiliaries who file their own 990, please send me a copy so that I will have for the Department files. Listed here are the Auxiliaries who file their own 990: 652, 7472, 8185, 8276, 10076, 10146 and 10159. **If your Auxiliary is one who does their own 990 and you want me to file it for you, YOU MUST LET ME KNOW.**

A WORD ABOUT MEMBERSHIP AWARDS:

Treasurers, Libby has made PDF-Fillable versions of the Membership Award Forms available on our Department Website, www.vfwauxmd.org. Membership Award Forms for Membership Awards 5&6, 7 and 8 require the signature of the Auxiliary Treasurer. I try to catch it here and send forms to the Treasurer to get completed and signed, BUT I MAY NOT CATCH ALL THAT COME THROUGH. Please Treasurers familiarize yourself with these awards, so that your members/recruiters are entered in the drawings for the awards being offered.

MEMBERSHIP APPLICATIONS:

I am having to return Membership Applications or hold them for more information. Many times I will hold the application for 7 days, contact the Treasurer for the information and if the Treasurer does not get back to me in 7 days, I will return the application and funds back to the Treasurer. Listed below are reasons I may have to hold an application or send it back to the Treasurer:

- Missing date of birth
- Not indicated whether the applicant is Male or Female
- Failing to fully complete Section D (Please note location means “Foreign Location/ Country”)
- Failure to sign the obligation
- Failure to check accepted and the Meeting date the applicant was accepted.

Please NOTE: The Investigating Committee should never sign off on an application that is missing information or does not have the correct eligibility information on the application. How can the investigation committee recommend the Auxiliary approved the application if all the needed and necessary information is not contained on the application? Remember the Investigating Committee is certifying by their signature that all the information contained on the application certifies the eligibility of applicant. I am attaching a guide on how to ensure a Membership Application is Complete. Please keep this guide on hand and follow it when your Auxiliary investigators are examining an application.

AUDITS

As of the time of this writing I have received Audits, for the period of April 1, 2025 through

June 30, 2025, from the following Auxiliaries: D-4, 304, 521, 2678, 5367, 5471, 5633, 6027, 6775, 7464, 7687, 8672, 9619, 10077, 10078 and 10159. Every Auxiliary should be performing your Audit sometime during the month of July. Then the Trustees are to make a report at the next Auxiliary meeting following the Audit. And once your Auxiliary has approved the Audit you should be sending it to me, no later than August 31, 2025.

LENGTH OF TIME FOR RECEIVING A MEMBERSHIP CARD WHEN TRANSFERRING AUXILIARIES

This came out in a MEMO from National on June 27, 2025

Question: What is the expected timeframe for a member to receive their membership card after transferring to another Auxiliary?

Answer: Membership cards for transferred life members are submitted weekly to the VFW Auxiliary's membership card processing vendor, following the same schedule as cards for new, rejoining, or renewing members. Once processed, cards are mailed through the United States Postal Service (USPS). Please be aware that delivery times vary and are beyond our control. USPS delivery efficiency has been inconsistent in recent months.

Additionally, annual members who transfer will not receive a new membership card at the time of transfer. They will be issued a new card the next time they renew their annual dues.

See you on August 3, 2025 at the Treasurer's Workshop

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How to Ensure a Membership Application is Complete

One of the most critical steps in considering a new member for the VFW Auxiliary is the careful review of the prospective member's application details by a three-member Investigating Committee appointed by the Auxiliary President (as outlined in Section 102 of the 2025 VFW Auxiliary Bylaws and Ritual).

As an exclusive veterans' service organization, the VFW Auxiliary must ensure that every prospective member's eligibility has been thoroughly vetted by an Investigating Committee before any action can be taken on the application. According to Page 2 of the VFW Auxiliary Booklet of Instructions, "it is the duty of the Investigating Committee to see that the applications are filled out completely before they are presented to the body for consideration." The following fields are to be completed on each application:

- Recruited by
- Auxiliary Name and Number
- Kind of Membership (annual, life, etc.)
- State
- Name (spelled correctly)
- Date of Birth
- Address
- Gender
- City, State, Zip
- Phone
- E-mail
- Post Affiliated or Non Affiliated
- Relationship
- Veteran (name)
- Post Number (if applicable)
- Name of campaign ribbons or medals
- Foreign Service dates
- Foreign Location
- Applicant's signature and date
- Signatures of the Investigating Committee (at least 2)
- Signature line following the Obligation

In addition to the prospective member's application, it is the responsibility of the Investigating Committee to review proof of honorable service of the eligible veteran, unless he/she is a member of the VFW Post to which the applicant is applying for membership.

Proof of the veteran's honorable service in any foreign war, insurrection or expedition (as a member of the U.S. Armed Forces) may be determined through careful examination of

the United States; receipt of Hostile Fire or Imminent Danger Pay, as verified by a copy of a Leave and Earning Statement (LES) issued by the U.S. Armed Forces; or service in Korea for 30 consecutive/60 non-consecutive days after June 30, 1949.

Performance reports, travel orders, medical orders, medals reports, morning reports, assignment listings, buddy affidavits, and letters from a foreign war zone may also be reviewed if a DD214 is not available. For veterans pre-1946, a report of their discharge listing the medals and decorations that were earned is acceptable proof.

For soldiers currently on active duty, they will not have a DD214. In those cases, the appropriate orders showing overseas deployment to a qualifying area, or awarding of an authorized campaign medal, or a LES showing Hostile Fire/Imminent Danger pay will suffice to prove eligibility.