



Secretary & Programs Coordinator

VFW Auxiliary Department of Maryland

*"A secretary's ingenuity
turns challenges into stepping
stones for success." – Unknown*



Libby DallaTezza

1751 Keysville Road, So.

Keymar, MD 21757

410-259-1967

vfwauxsecretary4md@comcast.net

VFW

Auxiliary/District Secretary



Your appointment as Auxiliary or District Secretary means that you have been personally chosen by the President because he/she knows you are both capable and efficient as well as being an asset to the auxiliary/district.

You will be one of the **key** members with whom the President consults for advice and counsel. It is important that you are a good sounding board for not only the President but also the officers and chairmen as well.

Below are the items in this packet for your use.

- Duties of the Secretary
- Secretary Minutes - (Cheat sheet)
 - This will help when taking your minutes. Use this to write or type your minutes for the next meeting.
- Sample Roll Call
- Auxiliary Meeting Agenda
- Officer Change Form
 - Send this to the Department Secretary when there is a change in your auxiliary officers. It also includes any changes to your meeting, i.e., date, place, time, etc

Secretary's Duties

In accordance with the National Bylaws, a VFW Secretary of all levels shall keep in books or files:

1. The current "Podium Edition Bylaws and Ritual"
 2. A record of all minutes of each meeting of the VFW Auxiliary, which is the history of the Auxiliary, thus considered permanent documents.
- ✓ Minutes are to be what was done - not what was said.
 - a. The minutes do not reflect the discussions.
 - ✓ The minutes record the motions made and seconded and passed at each meeting. They include the business of the Auxiliary as the motions are made and passed by the majority of the members present for:

Specific projects, fundraisers and support of auxiliary programs.

This information can be used for reporting purposes and should a question ever arise.

- ✓ The Secretary is the only person who may record the minutes for his/her use in writing them as long as she gets approval from the members in attendance.
- ✓ A vote of the membership determines the manner in which the minutes of the Auxiliary are read, printed and/or distributed.
- ✓ Once the minutes are approved, the Auxiliary Secretary is to sign and date the minutes.

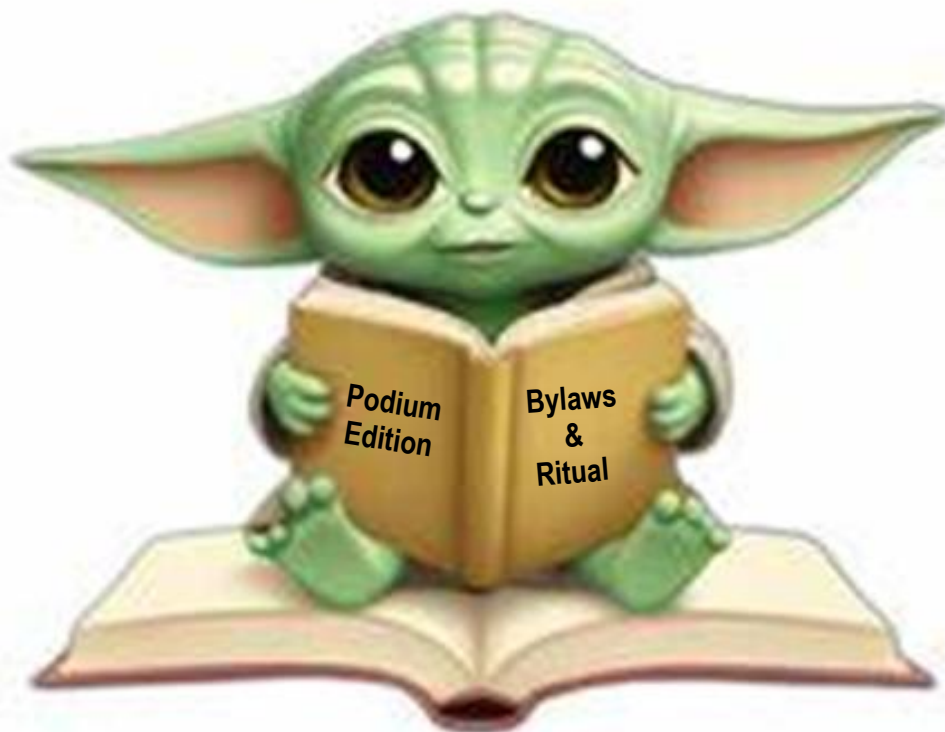
- ✓ The minutes can be typed or handwritten.
 - Use page numbers.
 - Have room for the Trustees to sign and date.
 - Can be in a standard bound record book purchased through the VFW Store or a three-ring binder.
- ✓ Minutes may be written in complete sentences or as bullet point list as long as they include:
 - Name and number of the Auxiliary.
 - Date and place of the meeting - note if it is a regular or special meeting.
 - Time called to order.
 - Name of presiding officer.
 - Number of persons present - list any pro-tem officers.
 - Name of visitors with their appropriate title.
 - Names of candidates for membership, their eligibility and the outcome of their acceptance or rejection.
 - Action taken on the minutes of the previous meeting.
 - A copy of the Treasurer's report and each quarterly audit report to incorporate in the minutes.
 - List correspondence read and bills presented.
 - Reports of the Chairmen and the due dates of projects.
 - Motions that are made. You need to record the motion with who made it and who seconded it. Was it passed?
 - Record those who spoke under the "Good of the Order" and what they said.
 - Time meeting was closed.

3. Shall attend to all matters of correspondence under the direction of the President.
 - ✓ A General or Special Order file for the current year in which shall be preserved all orders and circulars issued by the National and Department Headquarters. In the order in which they are received.
4. A letter file in which shall be kept all correspondence of the Auxiliary.
 - ✓ General Correspondence to be retained for one (1) year.
 - ✓ Policy and rulings are to be maintained in a permanent file.
 - ✓ All communications from National or Department Officers are official and shall be read at a meeting before being filed for reference.
5. All communications of any nature whatsoever intended for the consideration of the National Body shall be signed by the President and forwarded by the Secretary of the Auxiliary to the Department President.
6. All official communications to National Officers from the Auxiliary must also be forwarded through channels.
7. Shall notify orally or in writing all newly elected members.
8. Shall under the direction of the President, prepare all reports required of them.
9. Shall transfer to their successor, without delay, all papers, books and other property of the Auxiliary in their possession.
10. Shall enter the information required from the installation report in MALTA or submit the installation report to the Department Secretary for entry into MALTA within seven (7) calendar days.
11. To perform such other duties as are usually incident to such office.

12. Shall notify all required offices the names and addresses of elected and appointed Officers.
13. Input or transmit the names of the Delegates and Alternates to Secretaries required to receive them, within thirty (30) calendar days of election.

Immediately following installation, enter the required information into MALTA and submit the installation report to the Department Secretary within seven (7) calendar days.

- ✓ The Department Secretary is willing to enter into MALTA if the auxiliary secretary isn't able.



Secretary Minutes Cheat Sheet

Date: _____ Time: _____ Place: _____

Presiding Officer: _____

Number attending: _____

Pro-tems are: _____

Introduction of Guests: _____

Reading and referring of Membership Applications: _____

Report of Investigating Committee:

Accepted: _____ Rejected: _____

Treasurer's Report:

Balance of last report: \$ _____

Receipts: \$ _____

Disbursements: \$ _____

Ending balance: \$ _____

Presentation of bills:

\$ _____ To: _____ For: _____

\$ _____ To: _____ For: _____

\$ _____ To: _____ For: _____

Reading of official and other communications:

Department General Orders # _____

From: _____ Regarding: _____

From: _____ Regarding: _____

From: _____ Regarding: _____

From: _____ Regarding: _____

Reports of Committees - Standing and Special

Veterans & Family Support - Chairman: _____

Americanism - Chairman: _____

Auxiliary Outreach - Chairman: _____

"Buddy"® Poppy/National Home - Chairman: _____

Chaplain - Chairman: _____

Historian - Chairman: _____

Hospital - Chairman: _____

Legislative - Chairman: _____

Membership - Chairman: _____

Scholarships - Chairman: _____

Youth Activities - Chairman: _____

Unfinished Business: _____

New Business: _____

Report of Trustees and Action Thereon:

A motion was made by _____ and seconded by _____
to accept the audit report. Motion carried.

A motion was made to pay the bills by _____ and seconded by _____
_____. Motion carried.

Suggestion for the Good of the Order: _____

Closing Ceremonies: The closing ceremonies were conducted according to the Ritual, and the
meeting adjourned at _____. The next meeting will be held on _____
at _____.

[illegible]

VFW Auxiliary _____ Regular Meeting Agenda

| | |
|--|------------------------------|
| CALL TO ORDER | President |
| ROLL CALL OF OFFICERS | Secretary |
| OPENING PRAYER | Chaplain |
| PLEDGE OF ALLEGIANCE | Patriotic Instructor |
| WELCOME NAT'L. & DEPT. GUESTS | President |
| READING NEW MEMBER APPLICATIONS | Secretary |
| REPORT OF INVESTIGATION COMMITTEE | Committee |
| VOTING ON NEW MEMBER APPLICATIONS | President |
| ADMIT ANY NEW MEMBERS | Guard |
| INITIATION OF NEW MEMBERS | President/Chaplain/Conductor |
| PRESENTATION OF MINUTES | Secretary |
| OFFICIAL COMMUNICATIONS | Secretary |
| TREASURER'S REPORT | Treasurer |
| PRESENTATION OF BILLS | Secretary |
| INTRODUCTION OF NON-MEMBERS | President |
| REPORTS OF COMMITTEES | Chairmen |
| Program Chairmen, Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by motion. | |
| UNFINISHED BUSINESS | President |
| Secretary should be prepared to remind the President | |
| NEW BUSINESS | President |
| Draping of the Charter, Nominations and Election of Officers | |
| REPORT OF TRUSTEES (Motion is required for payment of bills) | |
| SUGGESTIONS FOR THE GOOD OF THE ORDER | |
| Instructions by Patriotic Instructor; new members and guests should be invited to speak | |
| CLOSING CEREMONIES | President/Chaplain |



VFW AUXILIARY DEPARTMENT OF MARYLAND

Officer, Dues, Meeting, Change or Correction Form

Date: _____

Auxiliary # and Name _____

Change from: _____ Position: _____

Change to: _____ Position: _____

Membership ID# _____

Address: _____

Phone: _____

Email: _____

Change in Auxiliary dues: from \$ _____ to \$ _____

Change in Meeting time to: Day _____ Time _____

****PLEASE NOTE: THIS FORM IS NOT TO BE USED FOR ANNUAL ELECTIONS****

Send to: Libby DallaTezza
Department of Maryland Secretary
1751 Keysville Road, South
Keymar, MD 21757
vfwauxsecretary4md@comcast.net
Phone: 410-259-1967

PROGRAMS COORDINATOR

2025 - 2026

WELCOME BROTHERS AND SISTERS TO THE 2025-2026 VFW AUXILIARY PROGRAM YEAR. As the Department Program Coordinator, it is my job to not only work with the Department President and Program Chairmen, but to assist Maryland Auxiliaries with their program reporting. The program year for 2025-2026 began on April 16, 2025, and will end on April 15, 2026. Please keep these dates in mind as you plan your projects and fundraisers for the upcoming year. You should report on each activity your Auxiliary participates in, as listed on the Report Form unique to each Program.

Why Is Program Reporting So Important?

The Veterans of Foreign Wars of the United States of America was founded in 1899 for the purpose of serving our Veterans and their families. The VFW's congressional charter was signed in 1936 by President Franklin D. Roosevelt. We are obligated to the United States Congress to report annually to continue our Charter of the Veterans of Foreign War.

1. Everything you do... Everything we do together is truly making a difference in the lives of our Veterans, Active Military, their families, and our communities. This needs to be documented (Reported).
 - Projects, workers, hours, miles, how many benefited and the total expenses need to be included in the documentation (Reports).
 - All the documented information is reported to each of the Department Program Chairmen.
2. The Department Chairmen keeps a record of all the facts and figures from each Auxiliary.
3. Each VFW Auxiliary President reports to his/her Post Commander to enter on the VFW National Headquarters Dashboard.
4. The VFW National Headquarters in Kansas City, Missouri presents all the accumulated data to Congress in March of each year. Our VFW Commander in Chief presents that testimonial of

service in front of the Congressional Veterans Affairs Committee, along with our Legislative Priority Goals.

- The importance of this accumulated data and your voices in legislative action is the best tool we have in getting Congress to listen and support our Legislative Priority Goals.

Finally, each of the Department Chairmen collects all your reports into one year-end report that our Department President receives. This documented data is sent to the VFW National Auxiliary Headquarters and is used for the judging of the Department Circle of Excellence and for the *National VFW Auxiliary Fact Sheet*.

NOTE: The VFW and VFW Auxiliary Fact Sheets (all the data from across the country) are used to tell our story throughout the communities in the United States of America and throughout the World. It tells the story of the Veterans of Foreign Wars and Auxiliary's mission of making a difference in the lives of our Veterans, Active Military, their families, and our communities. They are also used as a great recruiting tool. **The Department of Maryland has their own Fact Sheet.**

IMPORTANT: This documentation as a part of the Veterans and Community Service is the primary justification for the VFW's tax-exempt status.

This documentation is also playing an important part of the over 120-year history of the VFW and Auxiliary. History of the oldest Veterans Service Organization in the United States.

Now that you better understand the **WHY** it is necessary to report, please help us to continue telling our story.... our mission of service by documenting and reporting all the projects, monetary donations, and legislative actions. We are obligated to answer to Congress and to keep the history of the VFW and Auxiliary alive. You hold the key to our future.

F.A.Q.

Is there a specific form to use for reporting a project, event, or donation for a program?

Yes, the Department provides a Program Report Form which can be found in the program materials received at the School of Instruction, the Department flash drives and on the Department website at www.vfwauxmd.org Go to *Programs* or *Resources -Reports Forms*.

When should a report be submitted for the activity, event, or donation?

An auxiliary should report after each activity/event or donation has been completed. Reports are due to the Department Program Chairman on a monthly basis. Important to remember... it's not how many reports you send, it's about the work that you are doing.

Should the auxiliary include additional information in the report such as pictures, fliers, or program brochures?

Absolutely, yes! If your auxiliary created fliers and/or announcements on Facebook for an activity to the community, include copies of the publicity with your report.

What information needs to be included in the program report?

Answer the questions requested on the appropriate report form. Identify the activity, project or event. Date activity/event. Describe the event in brief.

| | | | |
|---------------------------------|------------------------------|----------------------|---------------------------|
| This month - Hours _____ | Report Value \$ _____ | Mileage _____ | Volunteers # _____ |
|---------------------------------|------------------------------|----------------------|---------------------------|

EXAMPLES OF ACTIVITIES THAT MAY BE REPORTED BY PROGRAM

Veterans and Family Support:

- * Monetary or Goods donations to Veteran's Homeless Shelters such as collecting hats, scarves, socks, underwear, t-shirts, sweat pants, nearly new boots, coats, jackets
- * Monetary donations to Veterans Outreach Centers in your local area in support of their programs
- * Clothing donations to the Viet Nam Veterans of America Organization
- * Goods/Monetary donations for Thanksgiving baskets to Veterans and their families
- * Goods/Monetary donations for Christmas baskets to Veterans and their families
- * Sending sympathy, get well, thinking of you, birthday, holiday greeting cards to veterans and their families.
- * Sponsoring a Pizza and Movie Night at Post for veterans and their families
- * Sponsoring an Ugly Sweater Christmas Party with proceeds going to the Homeless Veterans
- * Sponsoring a Spaghetti Dinner, Pancake Breakfast, or Fish Fry with proceeds benefiting a veterans program
- * Driving a veteran or a veteran's family member to the bank, grocery store, doctor's appointment, barber, salon, Pharmacy, Post Office
- * Place a telephone call to a veteran or Auxiliary member to check on them
- * Attending the wake/funeral of a Post or Auxiliary member
- * Sponsoring the repass after the funeral of a Post or Auxiliary member
- * Scheduling a Memorial Day BBQ/Open House, Veteran's Day Dinner
- * Preparing meals for a veteran, auxiliary member or their family who are homebound, ill or recuperating from surgery.
- * Schedule a Stand Down activity at your Post Home, local park, community building

Americanism:

- * Purchase American Flag Stamps - report how many your purchase: 1 book; a roll of 100
- * Purchase American Flags to present to Police, Fire, EMT stations
- * Replacing an American Flag in community that have been torn by weather
- * Purchase American Flag to present to a community member for their patriotism
- * Placing American Flags in cemetery
- * Attending a Flag retirement ceremony
- * Attending a patriotic rally for Memorial Day, Flag Day, Independence Day, Veteran's Day
- * Attending a POW/MA Day ceremony
- * Marching or riding in a Patriotic Holiday Parade
- * Educating community members on folding a flag

Auxiliary Outreach: is the organization's involvement with activities in the community. It offers a way to help improve the community and the lives of its residents whether young or old, rich or poor. It is a donation of time, not in-kind or monetary donations. *If the project or activity is reportable in another auxiliary program, it isn't Auxiliary Outreach.*

Outreach Suggestions: -

- * Donating time at local food and clothing drives, Town and Church Soup Kitchens and thrift shops, blood drives, charity walks, auctions and benefits, etc.
- * Donate time to the reading and after-school tutoring programs, demonstrate basic computer skills at the local senior and youth centers, help at animal shelters, pick up trash or adopt a local road, plant flowers and trees in the park, rake leaves or shovel walks and/or driveways for seniors and shut-ins.
- * Assist with fundraising events that support youth, senior and community activities, provide food, shelter, clothing and medicine for the homeless.

AUXILIARY COMMUNITY OUTREACH GUIDELINES

- Projects CANNOT be affiliated with or benefit VFW Posts or VFW Auxiliaries or Programs.
- Each project MUST be approved by the Auxiliary and recorded in the meeting minutes.
- Wear Auxiliary attire, if appropriate, when volunteering. Attire includes, but is not limited to, Auxiliary shirt, name badge, hat, jacket, apron, and/or pins/patches.

Buddy Poppy/VFW National Home:

- * Distributing Buddy Poppies throughout the year
- * Educating the community on the history of the Buddy Poppy
- * Decorate with buddy poppies on napkin rings, holiday wreaths, gift packaging, add to your packages to our service members, centerpieces, barrettes, headbands, Christmas tree, place in a greeting card to a veteran or member.
- * Donate to the Health & Happiness Program - .10 per member/.25 per member
- * Purchase a VFW National Home Life Membership
- * Donate to the Christmas Fund in support of the families
- * Donate to the Easter Fund Campaign in support of the families
- * Donate to the graduating seniors

Hospital:

- * Donate to the Hospital Fund
- * Send monthly birthday and holiday greeting cards to the hospital, nursing home
- * Donate lap robes, wheelchair bags, and adult bibs. (Ask if items are needed)
- * Donate to the Holiday Program for the hospitalized veterans
- * Participate in the National Salute to Veterans Week in February
- * Schedule a baby shower and donate items to the VA for our veterans
- * Purchase canteen books to give to the hospitalized veterans
- * Collect and donate personal care items, underwear, t-shirts, socks, and calendars for hospitalized veterans or veterans in nursing homes

Legislation:

- * Sign up for the Action Alerts on the VFW website.
- * Report when you respond to an Action Alert.
- * Vote in all elections
- * Send letters to your Representatives and Senators for important bills to be voted on
- * Attend Town Meetings either in person or virtual
- * Sign up for your congressman's newsletters to be familiar with their actions on pending legislation.

Scholarships:

- * Report that the Auxiliary contacted the local Middle and High Schools, Catholic and Private Schools for the VOD, Patriots Pen Essay, and the Young American Creative Patriotic Art Contests
- * Promote the contests at local libraries, local grocery store bulletin boards, share with youth church groups, school PTA/PTO, 4 H Club, Boy and Girl Scout groups, sports teams

Youth Activities:

- * Contact your local Boy/Girl Scout Groups to participate in a program supporting local veterans and their families such as creating holiday cards to give to the homebound or hospitalized veterans.
- * Contact your local youth groups to help rake leaves, snow removal for veterans
- * Collect mittens, scarves, gloves, hats, jackets, and boots for students in elementary schools. (Contact school nurse for needs)
- * Collect school supplies for students and set up a distribution center at your Post Home, church, or community center
- * Schedule a Halloween Trunk or Treat activity for your community.
- * Schedule a children's Christmas Party
- * Schedule an Easter Trunk or Treat activity for your community with the Easter Bunny.
- * Sponsor a youth sports team to help defray costs of shirts and sports equipment.
- * Sponsor a High School Marching Band to participate in a parade, or to replace uniforms.
- * Ask a group of students to help plant flowers at the Post Home.
- * Schedule a night for child care so families can go out Christmas shopping.
- * Schedule a pizza and video game night for Middle School Students.
- * Schedule an ice cream social for your community and distribute buddy poppies.

DO NOT DOUBLE-REPORT. A project may be applied to multiple programs. However, the hours, volunteers and expenses should be split between those programs.

Your auxiliary visits a local elementary school and teaches children to recite the Pledge of Allegiance. While you are there, you have the children make cards for hospitalized veterans and you give each student a Buddy Poppy bookmark. Five members attended the event, you spent \$40.00 on supplies. You drove two cars at 18 miles each. 3 hours total.

Americanism - \$12.00 spent, 1 member, 1 hour and 9 miles.

Buddy Poppy & National Home - \$16.00 spent, 1 member, ½ hour and 9 miles.

Hospital - \$6.00 spent, 2 members, ½ hour and 9 miles.

Youth Activities - \$6.00 spent, 1 member, 1 hour and 9 miles.

Fillable PDF Report Forms can be found on the Maryland Auxiliary website www.vfwauxmd.org.

- Allowing you to complete the form on your computer.
- Print the completed form and send one copy to the Department Chairman and keep a copy for your Auxiliary files or....
- Save the file on your computer and email it to the Department Chairmen.
- Make sure to copy/print any pictures you want to include.

VFW Auxiliary National Programs: *An Overview*



Since 1914, the VFW Auxiliary has united Americans from all walks of life with a common purpose: to improve the lives of veterans, active-duty service members and their families, and our communities. Our National Programs are designed to bring needed services, information and assistance to these groups.

Visit vfwauxiliary.org/what-we-do, consult the National Program Book and/or speak to your Auxiliary for more information about our National Programs.

AMERICANISM

- Promotes patriotism by celebrating patriotic holidays.
- Teaches respect and proper care for the U.S. Flag.
- Brings attention to Prisoners of War and those Missing in Action by hosting POW/MIA ceremonies to both educate the public and honor these special veterans.

AUXILIARY OUTREACH

- Encourages members and Auxiliaries to volunteer their time under the direction of another organization for the benefit of the community.

“BUDDY”® POPPY & VFW NATIONAL HOME

- Promotes and supports the VFW “Buddy”® Poppy Program.
- Promotes and supports the VFW National Home.
- Promotes the National Home Helpline.

EXTENSION & REVITALIZATION

- Establishes new Auxiliaries.
- Maintains current Auxiliaries.

HISTORIAN & MEDIA RELATIONS

- Compiles and chronicles memories and events in written format, photographs, memorabilia, print news and video clips.
- Works with local media to promote our National Programs and share how the VFW Auxiliary makes a positive impact in the lives of veterans, active-duty service members and their families.

HOSPITAL

- Promotes volunteerism of members, non-members, youth and families in local hospitals, veterans’ homes, nursing homes, domiciliaries and both VA and non-VA medical centers and clinics. Opportunities vary based on the facility and age and abilities of the volunteer.

LEGISLATIVE

- Promotes the VFW Priority Goals - The Priority Goals reflect the resolutions passed by the VFW to strengthen and ensure an adequate VA system for millions of current and future veterans.
- Promotes VFW Action Corps.
- Encourages all citizens to exercise their right to vote and contact legislators regarding issues impacting veterans and their families.

MEMBERSHIP

- The VFW Auxiliary started with a small group of women who wanted to serve veterans. Today, we have nearly 475,000 male and female members and more than 3,500 Auxiliaries representing all 50 states and foreign-based Auxiliaries. Membership in the VFW Auxiliary is an excellent way to show your support of America's veterans; we encourage you to participate in Auxiliary activities and volunteer projects and to help grow the organization by asking someone else to join.

MENTORING FOR LEADERSHIP

- Incorporates respecting the Auxiliary's past, embracing the present and planning for our organization's future by pairing experienced Auxiliary leaders with members who wish to expand their knowledge of the our organization.

SCHOLARSHIPS

- Promotes and conducts the VFW Auxiliary Continuing Education Scholarship.
- Promotes and conducts the VFW Auxiliary Young American Creative Patriotic Art Contest.
- Promotes and supports the VFW Patriot's Pen Essay Contest.
- Promotes and supports the VFW Voice of Democracy Audio-Essay Contest.

VETERANS & FAMILY SUPPORT

- Offers support for veterans, service members and their families.
- Promotes veteran and military suicide awareness and prevention.
- Promotes the VFW's National Veterans Service (NVS).
- Promotes the VFW's Veterans & Military Support Programs:
 - VFW's "Sport Clips Help-A-Hero Scholarship"
 - Unmet Needs
 - Military Assistance Program (MAP)

YOUTH ACTIVITIES

- Sponsors and works with youth groups such as youth sports teams; faith-based youth groups; after-school programs; youth-focused organizations; school clubs; home-school associations; youth community service groups; nonprofit organization youth advisory councils; service learning and civic departments in high school and colleges, and other youth-oriented groups.
- Promotes and conducts Get Excited for the Red, White and Blue!, a national anthem singing contest for youth in grades K-12.
- Promotes and conducts Illustrating America, an art contest for elementary and middle/junior high school students.
- Promotes Patriotism through Literacy.
- Recognizes Random Acts of Patriotism (R.A.P.)
- Recognizes youth and youth groups with Patriotic Youth Awards and Youth Groups Supporting Our Veterans Citations for their efforts and service projects honoring veterans, active-duty service members and their families.



vfwauxiliary.org