From the Desk of the Secretary

Keeping You Informed, Organized and Updated

November 2026



AWARDS & RECOGNITION

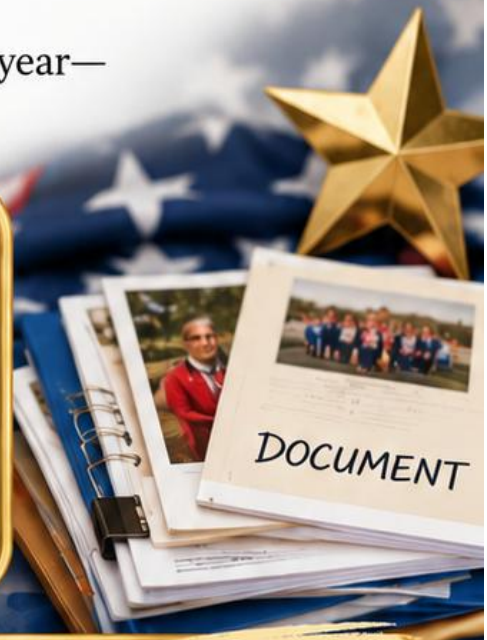
You Can't Get Credit for What You Don't Document!

One of the most important jobs of the Secretary is helping the Auxiliary maintain documentation of its accomplishments.

Encourage chairmen to submit information throughout the year—not all at once at the end.

Keep track of:

- Programs conducted
- Community activities
- Veterans served
- Donations
- Volunteer hours
- Fundraisers
- Membership activities
- Publicity
- Photographs
- Reports submitted



SECRETARY TIP

Create an "Accomplishments" folder and add documentation throughout the year.

At award time, you will be glad you did!