

OUTSTANDING AUXILIARY SECRETARY AWARD

★ \$100 SECRETARY AWARD IN EACH OF THE SIX MEMBERSHIP DIVISIONS



The Department of Maryland VFW Auxiliary will recognize one Outstanding Auxiliary Secretary in each of the six Membership Divisions at the 2027 Department Convention.



The Outstanding Secretary of the Year Award recognizes a VFW Auxiliary Secretary who demonstrates exceptional dedication, accuracy, professionalism, and leadership in maintaining the official records and administrative functions of the Auxiliary.



SECRETARY & TREASURER WORKSHOP—10 Possible Points



Secretary attended Training
July 18, 2026—10 PTS
August 9, 2026—10 PTS

ELECTION REPORT—25 Possible Points



Submit 2027–2028 Election Report
to Department Secretary
by May 5, 2027.

INSTALLATION REPORT—Total 40 Possible Points



Entered in MALTA within
5 days of Installation — 20 PTS
Signed copy received by
Department Secretary within
7 day of Installation — 10 PTS
**List Auxiliary Chairmen on Installation report —
10 BONUS PTS**

SUBMITS MEETING MINUTES QUARTERLY— 10 Points per Quarter

- One meeting minutes sent from period covering April, May or June 2026 – Rec'd by Department Secretary by August 31, 2026 – 10 PTS
- One meeting minutes sent from period covering July, August or September 2026 – Rec'd by Department Secretary by November 30, 2026 – 10 PTS
- One meeting minutes sent from period covering October, November or December 2026 – Rec'd by Department Secretary by February 28, 2027 – 10 PTS

MEETING AGENDA—10 Possible Points



Submit a meeting agenda template
to the Department Secretary.
It must include sections for
Unfinished Business and New Business.

DELEGATES & ALTERNATES—Total 30 Possible Points

- Submit the Department Delegates/Alternates Form along with the proper fees to Department by May 15, 2027 – 10 PTS
- Input into MALTA your auxiliary elected National Delegates and Alternates or submit to the Department Secretary within thirty (30) days of election. To earn points, must be entered by May 15, 2027 – 15 PTS

★ TIEBREAKER TO BE DETERMINED BY DEPARTMENT SECRETARY ★