

Extension



DIRECTOR

Kaye Mellert

914 S. Main Street
Summerville, SC
29483-5916

As members of the Ladies Auxiliary VFW, we must work together and take *Time for America's Military Heroes* by strengthening our organization and forming new Auxiliaries. Keeping well-informed about our traditions will help us to mentor our new members, and knowing our *Bylaws* and *Ritual* makes it easier to answer questions from our Auxiliary sisters. We will also be able to keep the tradition of patriotism for our American military heroes and their families.

It is the responsibility of the Department Chief of Staff to have charge of the organization of new Ladies Auxiliaries, retain existing Auxiliaries and make reports to the Department President as required. Each Department Chief of Staff will receive an Extension kit. Each kit has all the information to help you organize a new Auxiliary. Any member can organize a new Auxiliary with the approval of her Department President. Please remember, NO Auxiliary shall be formed until approved by a two-thirds (2/3) vote of the members of the Post present at a stated meeting.

The Department President may appoint at least one Deputy Chief of Staff in each District in her state. Section 816 of the *Bylaws* states that the "Deputy Chief of Staff shall have charge, under supervision of the Department Chief of Staff, of the organization and extension of new Auxiliaries within her area, and shall perform such other duties and make reports as the Chief of Staff of her Department may require from time to time."

Basic tools to accomplish the extension/retention programs are a list of bachelor Posts from the VFW Department Headquarters, current *Bylaws*, Booklet of

Instructions and *Ritual* (Article II – Auxiliaries), the Ladies Auxiliary *Facts Leaflet*, the pamphlet "Organizing a Ladies Auxiliary VFW" and the current *National Program Book*. Also, having membership application cards with you at all times is a great help.

As Department Chief of Staff, you need to work closely with your Membership Chairman. It is important that we retain the members we have and gain new ones. If you have an Auxiliary that needs to disband, it is your duty to help by transferring the members to another Auxiliary of their choice.

As we enter this new membership year, remember as the Ladies Auxiliary *It's Time for America's Military Heroes* and their families to be honored and assisted by us in any way possible.

AWARDS FOR MEMBERS:

1. *\$25 to each member who organizes a new Auxiliary, with the approval of the Department President, between July 1, 2009, and March 31, 2010, provided transmittal and proper paperwork is **received** at National Headquarters by April 30, 2010.
2. A keepsake to one authorized member in each Membership Group who best assisted an Auxiliary to be saved and become better functioning as directed by the Department President. The form to apply for Extension Member Award No. 2 can be obtained from your Department President, Department Secretary or Department Chief of Staff.

AWARD FOR AUXILIARIES:

1. *\$50 TO EACH NEW Auxiliary instituted between July 1, 2009, and March 31, 2010, provided transmittal and proper paperwork is **received** at National Headquarters by April 30, 2010.

AWARDS FOR DEPARTMENTS:

1. *\$50 to the Department for each new Auxiliary instituted between July 1, 2010, and March 31, 2010, provided transmittal and proper paperwork is **received** at National Headquarters by April 30, 2010.
2. A keepsake to one Department Chief of Staff in each Membership Group with the best overall promotional material.
3. Outstanding Performance Award in each Membership Group based on criteria on Page 1.

***NOTE: Winners will be published in the Year-End Officers' & Directors' Report and awards will be mailed to the 2009-2010 Department Presidents for distribution.**