



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO CHAPLAIN**

The Chaplain shall offer prayer at all meetings – including Joint Meetings and the Memorial Service held at June Convention. You may also be asked to do a prayer at the Testimonial and Convention banquets, so it is beneficial to carry an opening and closing prayer, a “grace” and benediction with you at ALL times.

- As the Spiritual Leader, you should familiarize yourself with the Rituals of our Organization.
- You will need to set up the Alter before each Meeting at Conference and Convention by placing the white cloth, the Bible and the Alter Flowers. You will need to purchase Alter Flowers (to be raffled off for Scholarship, be sure there are always raffle tickets available).
- You also have the black crepe (for draping the Charter) and the candles and candle holders. You are responsible to bring all with you.
- You will be sent deceased member notifications – you are to send (email) a copy to the National Chaplain and National Headquarters as well as to the Department Secretary. If they are received in a timely manner (less than 30 days) you should send a condolence card unless the Department President asks for a card to be sent outside of the 30 day window.
- Upon notification, you should send cards to Auxiliary members who are ill, in need of cheering up or other instances as they arise.
- The Chaplain shall send flowers in an amount up to Seventy-Five Dollars (\$75.00) to a Department Officer (elected or appointed) when she is hospitalized or admitted for out-patient procedures once a year. In the event of additional medical care, a card shall be sent.
- In the event of the death of a current Department Officer, Standing Committee Chairwoman, Past Department President or their spouse, flowers not to exceed One-Hundred Dollars (\$100.00) including delivery will be sent. If the family of the deceased desires, or if the Chaplain determines it is more appropriate, a monetary gift memoriam will be sent in lieu of flowers.

- A card will be sent upon the death of a child or a parent of a current Department Officer, Standing Committee Chairwoman or Past Department President.
- A complete list of Deceased Members names and Auxiliary Numbers shall be sent by May 10<sup>th</sup> prior to June Convention to AMVETS Department of Ohio Executive Directors Office for publication in the Memorial Service Book to allow members to be honored during the Joint Memorial Service at Department Convention. The list must have Auxiliaries in numerical order with the names under.
- You are required to tabulate the Service Reports sent to you for each reporting period on the Department Service Report form and send a copy to the President, Parliamentarian and Executive Secretary.
- A copy of all Deceased Notifications, Service Reports and other paperwork should be kept in a file for a period of three (3) years.
- Reimbursement of expenses will be given at Conferences/Convention with receipts attached to your voucher filled out at the Officers Meeting.
- All Department Officers are expected to attend the following events:
  - Fall Conference:
    - Training Session held for Auxiliary
  - Mid-Winter Conference:
    - Legislative Breakfast
    - Training Session held for Auxiliary
    - Joint Testimonial Dinner
  - June Convention:
    - Memorial Service
    - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
    - Training Session held for Auxiliary
    - Honors & Awards Banquet

*Revised 02/2024 SLeggett*



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO SCHOLARSHIP**

As Scholarship officer, you shall promote all available scholarships: Department of Ohio, National and Sackettes. This can be accomplished by using bulletins, floor reports and/or any other available opportunity you may have at all gatherings.

- You will keep accurate records of all donations to the Scholarship fund. It is helpful to keep a separate record of all raffle funds turned over to the Department Executive Secretary with dates and amounts. You should also have enough raffle tickets for each business meeting. Thank you letters/cards should be sent to all Auxiliaries that donate money to the Scholarship Fund.
- As a Department Officer, you are responsible for recording reports at each Department meeting. Department Reports shall include a list of each Local Auxiliary who have submitted a report to the Department Chaplain/Scholarship Officer. A copy of the report will be given to the Department President, 1<sup>st</sup> Vice President and Parliamentarian. Reports should be sent as a Word Attachment – President shall set the dates for reporting each year.
- As Department Scholarship Officer, you will send an NEC Statistical Report and a Department Service Report on the appropriate dates (can be found on National Website) to the Department NEC by the assigned dates.
- You will send your top three (3) Scholarship from the Annual reports for membership with over 150 members and under 150 members to the Greenest Gavelier for judging for the Betty Turk award.
- You will publicize the scholarships available in the Department Guidebook to include National and Sackettes Nursing Scholarship.
- The Scholarship Officer will create a committee and serve as Chairperson for the purposes of judging Scholarship Applications. It is your duty to review all applications in advance to allow time to contact the applicant with any missing items that would disqualify the application.

- Scholarship Applications are to be emailed/postmarked no later than May 1<sup>st</sup>.
- You should check with the Department Treasurer for the balance in the Scholarship Fund so you will know how many Scholarships can be awarded and if any donations have been sent from Auxiliaries since Mid-Winter Conference.
- Department Treasurer will need a list of winners, with social security numbers and addresses as well as the school they will be attending and Student ID number in order to send the checks to the schools.
- You will need to contact the schools before Fall Conference to check on the attendance of the winners. If the scholarship winners are not attending the school of record, a letter should be sent to the College asking them to return the check to the Department as the Scholarship has been revoked.
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    - Joint Testimonial Dinner
  - June Convention:
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    - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
    - Training Session held for Auxiliary
    - Honors & Awards Banquet
- All records should be kept in the Scholarship Officer box for at least three (3) years. Any records older than three (3) years may be destroyed.

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