



AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO

GUIDEBOOK

2024-2025

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PREAMBLE

WE, THE MOTHERS, WIVES, WIDOWS, GRANDMOTHERS, SISTERS, DAUGHTERS, STEPDAUGHTERS, AND GRANDDAUGHTERS OF THE AMERICAN VETERAN AND FEMALE VETERANS, FULLY REALIZING OUR RESPONSIBILITIES TO THE COMMUNITY, STATE AND NATION, ASSOCIATE OURSELVES FOR THE FOLLOWING PURPOSES:

- TO UPHOLD AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA.*
- TO SAFEGUARD THE PRINCIPLES OF FREEDOM, LIBERTY AND JUSTICE FOR ALL*
- TO PROMOTE THE CAUSE OF PEACE AND GOOD WILL AMONG NATIONS.*
- TO MAINTAIN INVIOLEATE THE FREEDOM OF OUR COUNTRY.*
- TO PRESERVE THE FUNDAMENTALS OF DEMOCRACY AND AMERICANISM.*
- TO PERPETUATE THE FRIENDSHIP AND ASSOCIATION OF THE AMERICAN VETERAN.*
- AND TO DEDICATE OURSELVES TO THE CASE OF MUTUAL ASSISTANCE.*

THIS BY THE GRACE OF GOD.



AIMS AND PURPOSES

THE AIMS AND PURPOSES OF THE AMVETS LADIES AUXILIARY ARE AS FOLLOWS:

1. *To serve our country in peace as in war, to build and maintain the welfare of the United States of America toward lasting prosperity and peace for all its inhabitants.*
2. *To encourage, in keeping with the policies of our Government, the establishment of a concrete plan to secure permanent international peace, and to assist in the maintenance of international peace.*
3. *To inspire in our membership a sense of responsibility and to develop leadership for the preservation of our American democratic way of life.*
4. *To help unify divergent groups in the overall interest of American democracy.*
5. *To train our youth to become purposeful citizens in a republic with full knowledge of the responsibilities as well as the privileges of citizenship.*
6. *To cooperate with duly recognized existing veteran's organizations in the furtherance of the aims of the American Veteran.*
7. *To keep the public forever reminded that the American fought, served, and died to preserve peace, liberty and democracy for their nation.*
8. *To aid in the fulfillment of the Aims and Purposes of AMVETS, our parent organization.*
9. *To promote the welfare and fellowship of our members and families.*
10. *To expedite and assist in the rehabilitation of the veteran by sponsoring and giving support to educational opportunities, to recreational advantages, to hospitalization and personal problems, and to support the veterans in all legislation for veteran's benefits.*
11. *To recognize that the organization known as AMVETS, and chartered by Congressional action on July 23, 1947, is the parent organization, and that all organizational divisions of the Auxiliary exist to promote the interest of the parent body; therefore, they cannot act independently except as it favors the objectives of AMVETS.*



CODE OF ETHICS

BECAUSE I AM FORTUNATE IN BEING ABLE TO QUALIFY FOR MEMBERSHIP IN AMEVETS LADIES AUXILIARY, AND BECAUSE I AM PROUD OF OUR AFFILIATION WITH THE PARENT ORGANIZATION AMVETS, I MUST ALWAYS REMEMBER THAT IT IS MY DUTY AS A MEMBER:

1. *To live up to the meaning of "Auxiliary" which is "to act in support of" or "to support."*
2. *To realize that our organization is a subordinate of AMVETS and for that reason I must be careful not to interfere with AMVETS internal organization and policies; and I must never attempt to dominate that organization.*
3. *To conduct myself in a manner that shall never cast any unfavorable reflection on AMVETS or AMVETS Ladies Auxiliary.*
4. *To think and act constructively.*
5. *To accept my duties as a member, a committee member or chairperson, or an officer willingly, and to the best of my ability to do all in my power to promote the Aims and Purposes of our organization.*
6. *To be courteous at all times; to be considerate of others.*
7. *To show my interest in our organization by attending all meetings and being on time.*
8. *To accept the rule of the majority gracefully.*
- P9. *To assume leadership in right thinking and action.*
10. *To respect my officers, my fellow members and the opinions they may have.*
11. *To be temperate in my speech, habits and opinions.*
12. *To be extremely careful if I am honored by being elected to any office on any level, that the weight of my office is never used to unduly influence the affairs of our organization or of our parent organization, AMVETS.*
13. *To endeavor to follow all the purposes of AMVETS Ladies Auxiliary, as set forth in our Constitution, because by doing so, I am serving all mankind, regardless of race, creed or color.*
14. *Finally, believing that the Golden Rule, "All things whatsoever ye would that men should do unto you, do ye even so unto them," applies to us all, do my part to see that equal opportunity is given to each member to contribute to the good of AMVETS Ladies Auxiliary.*



DEFINITION OF AMERICANISM

“AMERICANISM” is the unfailing love of country; loyalty to its institutions and ideals; eagerness to defend it against all enemies; undivided allegiance to the Flag; and a desire to secure the blessings of liberty to ourselves and posterity.

- Arthur Unknown -

INTRODUCTION TO AMVETS LADIES AUXILIARY

HISTORY

- 1944 AMVETS Organized (Parent Organization)
- 1946 Auxiliary Organized (Request of AMVETS)
- 1947 Congressional Charter (Only Chartered World War II Veterans Groups)

DIVISIONS OF AUXILIARY

- 1. National Department
- 2. State Department (Must have Three (3) or more Auxiliaries exist)
- 4. Local (Have own Officers, By-Laws and Charter)

MEMBERSHIP ELIGIBILITY

Eligibility for membership in AMVETS Ladies Auxiliary is limited to mothers, wives, and grandmothers, regardless of age; to sisters, daughters, stepdaughters and granddaughters not less than eighteen (18) years of age, of Regular members of AMVETS; and mothers and widows regardless of age and sisters, daughters and granddaughters not less than eighteen (18) years of age of deceased veterans who would have been eligible for membership in AMVETS and female veterans who served honorably in the Armed Forces of the United States, Reserves, National Guard or of allied countries anytime after September 15, 1940, who maintain their AMVETS membership unless they meet the established eligibility criteria. The term mother shall be construed so as to include any member of the family of, or any female guardian of such person or deceased Veteran who has exercised or is exercising the care and responsibility for the rearing of such person or deceased Veteran, or a stepdaughter not less than eighteen (18) years of age who has lived with an AMVET for not less than one (1) year.

NUMBER

Ten (10) members are necessary to form a Local Ladies Auxiliary.

TYPES OF MEMBERSHIP

- 1. Annual
- 2. Life
- 3. Member at Large
- 4. Honorary

STATUS OF MEMBERSHIP

New A member who is making application for membership for the first time or a member who has let her dues expire for a year or more.

Renew Any member who has held a prior year membership card is considered a renewal, regardless of when during the membership year her dues are paid. However, dues expire December 31, and any person wishing to renew after that date **must** re-establish her eligibility and will be considered a new member.

AIMS AND OBJECTIVES

Auxiliary means **HELPER** – AMVETS Ladies Auxiliary is a **SERVICE** organization with the following programs:

- 1. Serve our AMVETS (Parent Organization) - Legislation and joint programs.
- 2. Serve our Servicemen - (S.O.S.)
- 3. Serve our Youth - Child Welfare and Scholarship
- 4. Serve our Town - Community Service
- 5. Serve our Country – Americanism
- 6. Serve our Hospitalized Veterans – Hospital

LOCAL OFFICERS

Local Ladies Auxiliaries shall elect and appoint Officers as provided for in the *Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws* and may parallel those of the Department as far as the Ladies Auxiliary wishes regarding duties of program chairpersons.

The various officers are:

President	Secretary	Hospital Chairperson
1 st Vice President	Scholarship Chairperson	Sgt-At-Arms
2 nd Vice President	Ways & Means Chairperson	Public Relation (PRO)
3 rd Vice President	Chaplain	Legislative Director-Liaison
Treasurer	Parliamentarian	Americanism Officer

NECESSARY PROPERITES

- | | |
|---|-------------------------|
| 1. Voucher Book | 5. Auxiliary Minutes |
| 2. Membership Applications | 6. Treasurer's Ledger |
| 3. Dues Remittance Forms | 7. Service Report Forms |
| 4. Checking Account (requires 2 signatures) | 8. Local Standing Rules |

NATIONAL SERVICE PROGRAMS

1. Child Welfare Program
 - John Tracy Center
2. Community Service Program
 - Paws With A Cause
3. Americanism Program
 - Poster & Essay Contest in conjunction with AMVETS
 - Freedoms Foundation
 - USO
4. Service to Veterans
 - VAVS Hospital Program
5. Legislative
 - Support of Veterans Legislation
6. Scholarship Program
 - AMVETS Ladies Auxiliary National Scholarships
 - Career Start Scholarships
 - College Support Scholarships
7. Hospital
 - St. Jude's Children's Research Program
8. VAVS
 - James H. Parke Scholarship

LOCAL AUXILIARY STANDING RULES

Local Auxiliary Standing Rules should contain only Rules that are unique to your Auxiliary. Standing Rules can be changed at any Regular Meeting by a two-third (2/3) vote of the members present.

Local Auxiliary Standing Rule cannot conflict with the National AMVETS Ladies Auxiliary Constitution and By-Laws or the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws.

DEFINITIONS

AMVETS	American Veterans of World War II, Korea and Vietnam
Preamble	Our Philosophy – who we are, what we believe and what we strive for
Obligation	Oath and charge of philosophy
AMVETS Motto	“We Fought Together – Now Let’s Work Together”
Auxiliary Motto	“We Waited Together – Now Let’s Work Together”
Flower	White Clover (“Think of Me”)
Colors	Green and Gold
30 Seconds Of Silence	In Memory of Departed following Closing Prayer (AMVETS Ritual)
SEC	State Executive Committee, Department Officers, and Past Department Presidents in compliance with Individual Department By-Laws
NEC	National Executive Committee, National Officers, Immediate Past National President, and N.E.C. Woman for each Department
PDP	Past Department President
PNP	Past National President
Quorum	The minimum number of members necessary to conduct business: A quorum should be established by each Local Auxiliary and placed in Local Ladies Auxiliary Standing Rules.

AUTHORITIES

1. AMVETS Ladies Auxiliary National Constitution
2. Ohio AMVETS Ladies Auxiliary Department and Local Uniform By-Laws
3. Local Standing Rules
4. Roberts Rules of Order, Revised

HINTS

1. President may vote in case of a tie.
2. Local election may be by secret ballot.
3. Treasurer reports annually or as provided for in Local By-Laws.
4. Officer *Pro Tem* – Temporary Office.
5. Announcement of Candidacy of Officers – made from the floor, (not necessary to second).
6. Address the Chair – Madam President or Madam Chairperson.
7. President passes gavel to First Vice President when she wants to speak on a subject or when action of the body directly concerns her.
8. AMVETS Ladies Auxiliary Manuals and Guidebooks are excellent references. Department Guidebook is available from Department Headquarters. The National Manual is also available through National on their website. .



PROCEDURES OF OFFICE



LOCAL PRESIDENT

You have been elected by the members of your Ladies Auxiliary to the highest office in your Local. With this action, they have placed great faith and trust in you as a leader. With this honor comes the responsibility for the success of your Auxiliary's programs. The following instructions will aid you in furthering your aims toward a remarkably successful year.

1. As President, it is your responsibility to preside at all Meetings of the Local Ladies Auxiliary and conduct your Meetings in a business-like manner and according to Parliamentary procedure.
2. When presiding at Meetings, you should have available for immediate reference the following: Ohio AMVETS Ladies Auxiliary Guidebook, National Constitution & By-Laws, *Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws*, and Standing Rules, as well as your Local Standing Rules.
3. Have an organized agenda prepared for each Meeting. Make your Meetings as interesting as possible. Interesting Meetings will be well attended.
4. You will appoint Officers and members of Standing Committees, with the approval of the Executive Board (all elected Officers). Do this wisely, taking into consideration the interests, talents, and qualifications of your members.
5. It is most important that all National and Department Bulletins be read and discussed at the Meetings. Our National and Department Officers put much time, thought, and effort into preparing these Bulletins to keep the Local Ladies Auxiliaries informed. A Bulletin is sent to the person indicated to receive official mail on the annual Revalidation Form of each Ladies Auxiliary at no cost. Members may purchase a one-year subscription for National and Department Bulletins for Fifteen Dollars (\$15.00) each.
6. Use your authority wisely. Do not hesitate to use your gavel to maintain order at all Meetings. Do not allow personal conversations to interfere with business, however, each person who wishes to speak on a subject should be allowed to do so. The majority rules when a vote is taken, but remember it is the right of the minority to be heard.
7. The President or Presiding Officer declares the result of the vote. If there is any doubt on a voice vote, a show of hands or standing vote should be taken.
8. The President should be tactful, weigh her judgment carefully, and not participate in discussion unless she has passed the gavel to the First Vice President, who temporarily becomes the Presiding Officer until the matter is finished.
9. Your First Vice President should be seated to your right at all Meetings and should be kept informed of all activities of your Auxiliary.

10. As Local President every effort should be made to participate fully on Local and Department levels. Remind your members of the various functions and keep them informed of the activities of the Auxiliary as a whole. Remember, you and your members may attend Fall and Mid-Winter Conferences and Department Convention with a voice on all matters.
11. Make sure that all Officers know how to prepare their Service Reports and send them to the proper Department Officers by the deadline date. If for some reason an Officer is not able to complete her report, it is your duty as President to complete the reports and forward it to the proper Department Officer.
12. Encourage each Officer to compile a record of the activities of her office so that each Incoming Officer will have these files to refer to and add to each year.
13. Your leadership and the direction you take can be the difference between an active or an inactive Ladies Auxiliary. You must show interest and participate in projects in order to stimulate interest within your Auxiliary.
14. Your Auxiliary is only as good as you and your members make it. It is not yours to dominate. It must be led with tact, directness and charm. In this manner you will win the members respect and cooperation. Recognize and praise the good work done by members.
15. Conduct yourself in a manner to bring respect to your Ladies Auxiliary and be available to represent your Auxiliary at all events where your presence will bring favorable attention to AMVETS and AMVETS Ladies Auxiliary.
15. After the election of new Officers, be sure all records are turned over to the incoming Officers.

SAMPLE AGENDA

Ladies Auxiliary Name and Number _____ Date _____

CALL TO ORDER (Rap of gavel and say, "I now call this Meeting to order.")

PRAYER by Chaplain (Say "Please Stand")

PLEDGE OF ALLEGIANCE by Sgt-at-Arms

PREAMBLE by First Vice President

DEFINITION OF AMERICANISM by Americanism Officer

ROLL CALL OF OFFICERS by Secretary

READING OF MINUTES OF PREVIOUS MEETING by Secretary (After reading say **"The Minutes of the previous Meeting have been read. Are there any corrections or additions?"** If corrections are made, say **"The Minutes will be accepted as corrected or amended."**)

READING OF CORRESPONDENCE by Secretary

FINANCE REPORT by Treasurer (After reading say **"Are there any corrections or questions? If none, I entertain a motion to accept the Treasurer's Report and place the report on file for Audit."** If there are corrections, accept with corrections. An alternative is to declare the Report approved as read, to be filed for Audit - - if there are no corrections).

READING OF THE BILLS by Treasurer (Makes a Motion to pay bills)

REPORT OF OFFICERS (Call each Officer in succession for their reports)

OLD BUINSESS (Leave space to make notes)

NEW BUSINESS (Leave space to make notes)

CLOSING PRAYER by Chaplain

RETIREMENT OF COLORS by Sgt.-At-Arms

ADJOURNMENT



**INVITATION TO VISIT LADIES AUXILIARY
FOR
DEPARTMENT PRESIDENT**

ATTENTION: Local Presidents or Committee:

By using this form, it will allow the newly elected President to outline her travel schedule for the upcoming year. Also, by presenting this form to her at the beginning of the year, it will give you a better opportunity of having her visit you on the date that you prefer. You may wish to consider an alternate date if your first preference is already taken. In case you do not have the form, please send a note or call the President. She wants to hear from you.

Thank you for your consideration, your President really wants to be with you. Fill out the information below:

AUXILIARY _____ PHONE # () _____

PRESENTED BY _____
(Name) (Title)

VISIT: 1ST CHOICE _____
(Date and Occasion)

2nd CHOICE _____
(Date and Occasion)

PLEASE NOTE:

When the President visits your Auxiliary, please give the following information to her:

1. Directions to your Auxiliary.
2. Residence where she will be staying (if needed).
3. Please include the address and phone number.
4. Name and phone number of a contact person in case of an emergency.
5. An agenda of her activities and where she can be reached.
6. A simple outline of her activities to allow her to bring suitable attire and prepare any greeting needed.

Thank you for your consideration. The President looks forward to hearing from you.



FIRST VICE PRESIDENT / MEMBERSHIP

As the First Vice President of your Local Ladies Auxiliary your responsibilities are as follows:

1. Familiarize yourself with all the duties of the President as well as your duties. In the event the President should call upon you to conduct a Business Meeting of your Auxiliary you should be well prepared to do so.
2. Be willing and available to represent the President at Meetings and other functions as requested by the President.
3. As First Vice President, you are also the Membership Chairperson. It is your responsibility to have a membership report at every Meeting. Check with the Secretary and be sure your records correspond.
4. Keep accurate records to be sure each membership is up-do-date.
5. Always have a good supply of membership applications on hand. Encourage all members to carry them. Membership applications can be obtained from the Department of Ohio Guidebook or the Department Secretary.
6. Establish a good working relationship with the AMVETS Membership Chairperson. Through him/her you can receive information regarding AMVETS who might have members of his/her family eligible to join your Auxiliary. Contact potential members personally and encourage them to attend a Ladies Auxiliary Meeting.
7. Read all Department and National Bulletins. As changes are made in the membership program keep the members informed.
8. Encourage all members of your Auxiliary to become involved in getting renewals and signing up new members. REMEMBER – THIS IS NOT A ONE-MAN JOB!!! It takes everyone working together.
9. Make sure your members are knowledgeable of all membership deadline dates on the Department and National levels.
10. Inform your Auxiliary of all Department and National Membership Awards for which they may be eligible. As Membership Chairperson, it is your responsibility to apply for said awards.
11. Work closely with your Secretary regarding membership:
 - a. Send dues in immediately – DO NOT HOLD any back!!
 - b. Mail or hand out the membership cards promptly.
 - c. Invite potential new members to your Auxiliary Meetings.
12. Be sure all D&R forms are made out properly listing each category on ***separate D&R forms***, (i.e., N-New, R-Renew, RJ-Rejoin (Paid after 12/31), NL-New Life, RL-Renew to Life, NH-New

Honorary, RH–Renew Honorary, etc.) Make sure names are spelled correctly and alphabetized last name first, no nicknames, make sure addresses, zip codes and email addresses are correct.

- a. Make sure all checks are made out for the correct amount and made payable to:
“**AMVETS LADIES AUXILIARY OHIO DEPARTMENT.**” All checks are to be mailed to the Department Secretary and should include a combo donation* of Two Dollars and Sixty Cents (\$2.60) per member.

13. Transfers must be filled out properly, Send two (2) copies to the Department Secretary; make one (1) copy for your files and (1) copy is to be mailed to the Auxiliary that the member transferred from (this is the responsibility of the Auxiliary the transfer is going to).
14. All membership applications must be accompanied by a DD214 which will be returned to the applicant once the AMVETS Membership Chairperson approves the application.
15. Every application for new members **MUST** be checked and approved by the AMVETS and SIGNED by the Post Membership Chairperson. This simple step, when by-passed, can create unforeseen chaos! **THIS IS A MUST DO.**
16. Be sure to send your name, address, and phone number to the Department First Vice President for communication purposes.
17. Make sure the D&R forms are filled out correctly. One (1) copy belongs to the National; one (1) copy belongs to Department. These copies, along with cards and checks are to be sent to the Department Secretary, and each Local retains one (1) copy for their files.
18. A listing of all current LIFE members is sent to the Department Secretary with the first membership submitted for the year. This is done annually to keep track of our Life members. Combo donations of Two Dollars and Sixty Cents (\$2.60) per Life member is remitted to Department at this time. If you sign up additional Life members during the year, submit the combo donation at that time. If any annual member converts to a Life member during the year, note this information on the LIFE MEMBERSHIP form. It is not necessary to remit an additional Two Dollars and Sixty Cents (\$2.60) for this member until the next membership year.
19. A list of the forms needed in your office:
 - a. Dues & Remittance (D&R) Form
 - b. Dues Worksheet
 - c. Life Membership Form
 - d. Transfer Form
 - e. Application for Membership
 - f. Change of Name & Address Form
 - g. Replacement Life Card Form
 - h. Application for Gold Certificate
 - i. Application for Honorary Member
 - j. Application for Signing Up Most New Members

All current membership forms can be found on the National Department website: www.amvetsaux.org. You must save **the form to your computer before you fill it out**. If you complete a form before saving it to your computer, it will save a blank copy and your completed form will be lost. To save the form to your computer, you need to open the form and click download. A box will pop up and ask where you would like to save the file. You will need to select a location to save the file such

as “documents,” “desktop,” etc. Once the document is saved to your computer, you will need to open that file (the one you saved) to fill in the information. You can then save this file and the information you input will remain on the document. If you wish to keep your blank document but save the completed document as well, you will need to select “Save As” which will allow you to give the file a new name and select a file location to save it to. Doing this will keep your blank file intact and will also give you the completed copy as well.

TYPES OF MEMBERSHIP:

1. **Annual Membership** - is for anyone who pays dues each year as a new or renewal member.
 - a. Annual membership fee for each member shall be no less than Twenty-Six Dollars and Six Cents (\$28.60). The breakdown of dues is as follows: Fifteen Dollars (\$15.00) for each member to National; Eleven Dollars (\$11.00) to Department and Two Dollars and Sixty Cents (\$2.60). Combo Donation breakdown is: One Dollar Sixty Cents (\$1.60) to VAVS, Twenty-Five Cents (\$0.25) to Scholarship, and Seventy-Five Cents (\$0.75) to General Fund.
 - b. All new transmittals must be forwarded to the Department Secretary and all checks must be made payable to “**AMVETS LADIES AUXILIARY OHIO DEPARTMENT.**”
 - c. Existing Life Combo Donations are necessary to qualify for any Award, excluding Membership Awards, and to keep the Auxiliary in good standing.
 - d. Each Auxiliary shall determine the amount of their Local dues.
2. **Life Membership** – Life Memberships are counted each year in determining membership totals. They are not counted for individual membership awards.
 - a. Life membership for an Auxiliary is Two Hundred Forty Dollars and Sixty Cents (\$242.60). The breakdown of dues is as follows: Two Hundred Dollars (\$200.00) to National; Forty Dollars (\$40.00) to Department, and Two Dollars and Sixty Cents (\$2.60) Combo Donation.
 - b. Beginning 2024, for the 2025 membership period, all annual renewing to life will only be accepted from September 1 to December 31 each year. You can send in member joining as life anytime during the year.
 - c. National Headquarters shall issue all Life Membership cards.
 - d. All new Life Membership transmittals must be forwarded to the Department Secretary and all checks must be made payable to “**AMVETS LADIES AUXILIARY OHIO DEPARTMENT.**”
3. **Members-At-Large** may be granted to any individual eligible for membership in our organization. A Member-at-Large is not affiliated with any particular Local Ladies Auxiliary.
 - a. Dues are Twenty-Five Dollars (\$25.00) per year and are to be remitted to the Department Secretary. The breakdown of dues is as follows: Ten Dollars (\$10.00) to National and Fifteen Dollars (\$15.00) to Department.
 - b. A Member-at-Large is not eligible to hold office or vote on any level.
 - c. A Member-at-Large may affiliate with a Local Ladies Auxiliary at any time with a properly executed transfer form and remitting that year’s dues as established by the accepting Local Ladies Auxiliary.
4. **Honorary Memberships** are granted in instances where circumstances and/or qualifications merit such distinction and shall be limited to ladies who are not eligible for regular membership. Auxiliaries may grant up to two (2) Honorary Membership per year. An Honorary Membership card shall be purchased from National Headquarters for an annual National fee of Fifteen Dollars (\$15.00) that will be remitted to National

Headquarters. Replacement cards are \$15.00. Any additional charges to the Honorary Member would be up to the Local Auxiliary. Dues are to be sent to Department Headquarters and they will be forwarded to National by our Department Secretary.

The issuing Auxiliary can rescind an Honorary Membership, or, if an Honorary Member becomes eligible for regular membership the Honorary Membership shall be rescinded at the conclusion of the membership year. Notification of such action shall be sent to the Honorary Member and to Department of Ohio Headquarters .

Honorary Members may not transfer. Honorary Members are not eligible for an elected office; however, they may hold an appointed office on the local level. Honorary members do not have a vote. They cannot be appointed to the offices of President, 1st Vice President, 2nd Vice President, 3rd Vice President or Treasurer.

Honorary Membership shall be reviewed annually for the continuation of honorary status.

POINTS OF INFORMATION

To become a member, applicants must complete a membership application along with a copy of the DD214 – DD258 (reserve and National Guard), Honorable Discharge.

The Veteran must be a member of AMVETS.

If joining under a deceased Veteran the applicant must have copy of the DD214 and Death Certificate or Death Notice. The type of death notifications can vary by Post so check with your AMVETS on what will be accepted.

Every application for new members must be checked and approved by the AMVETS and SIGNED by the Post Membership Chairperson.

There is no eligibility for an Uncle, Aunt, common law spouse, or father/mother-in-law Veteran.

Any lady that has proper eligibility to join the Auxiliary cannot be refused!!

Background checks cannot be run on any person applying for membership.

The ONLY time a time a member can be refused is when transferring to another Auxiliary.

The Ladies Auxiliary does NOT have social memberships.

Dues and Remittance (D&R) Form

Complete a separate D&R form for each Membership Type (e.g., N-New, R-Renew, RJ-Rejoin (Paid after 12/31), NL-New Life, RL–Renew to Life, NH–New Honorary, RH–Renew Honorary, etc.)

Enter Member names in alphabetical order with cards in alphabetical order to match D&R.

ALL blanks on the top left side of the D&R must be completed. MUST have Auxiliary number, name, address, phone number of person processing, and date of processing.

New member-blank card should be typed, if done by hand, PRINT. Writing must be legible.

To print cards from your computer, download the card template from the National website www.amvetsaux.org

Renewal member – pre-printed card: Make address name and address changes on the Change of Name & Address form and submit it with D&R.

If membership dues are not paid by the established cutoff date (December 31), they are considered a rejoined member. Physical proof of DD-2214-DD258 or Honorable Discharge is required.

Pre-printed cards may be used for members renewing late after December 31.

Membership is to be POSTMARKED no later than January 6. This is to give Department time to process and mail membership that was paid by December 31. NO EXCEPTIONS

Return unused Pre-printed cards to Department Headquarters after June 1.

New or renew membership that is not received by Department by May 31 will not receive a pre-printed card for the UPCOMING year.

EXISTING LIFE MEMBERS' COMBO DONATION

A Combo Donation of Two Dollars and Sixty Cents (\$2.60) per existing Life member is broken down as follows: One Dollar & Sixty Cents (\$1.60) to VAVS; Twenty-Five Cents (\$0.25) to Scholarship; and Seventy-Five Cents (\$0.75) to the General Fund. Local Auxiliaries are encouraged to send the Combo Donations in with the Auxiliary's first membership transmittal in September. This will keep all Auxiliaries current and give the Department the working funds they need to carry out your wishes. **Combo Donations must be sent to department by April 15 in order for an Auxiliary to be considered for Department Awards.**

The Importance of a DD-214

As stated earlier, part of the membership process requires a DD-214-DD258 (reserve and National Guard), Honorable Discharge Certificate (1942 – 1952). Where to get a copy of a DD-214! First, try your local County Clerk's office. Years ago, when a Veteran was discharged, they were encouraged to file a copy of the DD-214 discharge papers with the County Clerk's office. Some did, some did not, some do not remember. If one was filed, the county would have a copy of it.

If that fails, a Veteran or next of kin can complete what is called a standard form (SF180) and send it to St. Louis, Missouri for a copy. You can get that form SP180 at any Regional Veterans office or Facility. The form can also be accessed via the Internet at the following address: www.archives.gov/researchroom/vetrecs Military Veterans and next of kin or deceased former military members may use the online military personnel record system to request documents. Other individuals must still complete the SF180 form which can also be downloaded from this website.

Keep a supply of the SF180 forms on hand at your Auxiliary in case you have a prospective member that cannot find a copy of the DD-2214 needed to show eligibility to join. You will be doing them a favor, as well as your Local.

PLEASE REMEMBER IT IS ILLEGAL TO KEEP A COPY OF A DD-214 ON FILE.

SUGGESTIONS FOR INCREASING MEMBERSHIP

1. The AMVETS can help your Auxiliary in gaining new members by giving us access to their membership roll so that we can contact those people eligible for membership as defined in the Constitution. We can, in turn, help the AMVETS by encouraging women who are eligible for membership in the AMVETS to join their Local Post.
2. Be certain before you contact a person eligible for membership that you thoroughly understand the purposes of AMVETS and AMVETS Ladies Auxiliary.
3. Before starting a membership drive, set aside a Meeting or a generous portion of a Meeting for the study and discussion of the Aims and Purposes of AMVETS and AMVETS Ladies Auxiliary.
4. At the beginning of your membership drive set up a Meeting as a guest night. Have each member responsible for bringing at least one (1) prospective member. Arrange an especially nice program and see that during your meeting, one of your members who is a convincing speaker review the Aims and Purposes of the Ladies Auxiliary. You can also invite members of your community who are public spirited and whose support would be of great benefit to the Ladies Auxiliary, to attend these guest nights. Follow up on guest night with an invitation to prospective members to join the Auxiliary.
5. Divide the members of your Auxiliary into teams in your membership drive. Have the teams compete with each other in securing new members. Set a specific date for the ending of the contest. Let the losing team treat the winning team and have the new members participate in the award as guests.
6. Have an active Reception or Hospitality Committee whose duty will be to see that at each Meeting the members will be greeted and the new members introduced to the entire membership.
7. Offer a special award to the member who succeeds in securing the greatest number of new members during the year.
8. At the end of your membership drive, set aside one Meeting to have a special induction service for the new members. You will find this induction service gives your new members a better idea of the purposes for which our organization is working and it will also instill in all of us a greater respect for AMVETS and AMVETS Ladies Auxiliary.
9. Whenever you have an idea for aiding and increasing membership that you find through experience to be valuable, send your ideas to the Department First Vice President so that you may help other Ladies Auxiliaries increase their membership.
10. Have your old members contact the new members before Meetings so that the new members are accompanied to the first few meetings by some of the older members. This will make them feel you are genuinely interested in them as individuals and help to hold their interest and enthusiasm.
11. Cooperate fully with your Department and National membership drives.

Department Membership Pins:

- Green Pin to Auxiliary members signing up 10 new, renew, or combined members.
- White Pin to Auxiliary members signing up 11 or more new, renew, or combination members.

Plaques to:

- *Department of Ohio PDP Betty Welsh Memorial Class A Membership Award* for the Auxiliary with total membership of 150-224 signing up the most new members.
- *PDP Lynn Hurtt Barbarotta Class B Membership Award* for the Auxiliary with total members of 100-149 who sign up the most new members.
- *PDP Marlene Morris Class C Membership Award* for the Auxiliary with total membership of 45-99 signing up the most new members.
- *PDP Lynn McCauley Class D Membership Award* for the Auxiliary with total membership of 225 or over signing up the most new members.
- *PDP Linda Clark Class E Membership Award* for the Auxiliary with total membership of 10- 44 signing up the most new members.

Certificates to:

- Department of Ohio Award for the Ladies Auxiliary (ies) having 100% renewal and gain in membership.
- Department of Ohio Award for the Ladies Auxiliary (ies) having the greatest percentage of increase in membership.
- Department of Ohio Award for the Auxiliary member(s) signing up the most new members.

**THE FOLLOWING MEMBERSHIP FORMS ARE LOCATED IN THE
FORMS SECTION IN THE BACK OF THIS GUIDEBOOK**

Dues and Remittance***Annual Revalidation/Officers******Life Member Card******Replacement Life Member Card******Honorary Member Card******Change of Name and Address******Certificate of Transfer******Application for Membership***

**THE FOLLOWING MEMBERSHIP AWARD FORMS ARE LOCATED IN THE
AWARDS SECTION IN THE BACK OF THIS GUIDEBOOK**

Application for Membership Awards Local Members (New Members)***Application for Department Membership Pins (10 Members – New/Renewal/Combined)******Application for Department Membership Pin (11 or More Members – New / Renewal / Combined)***



AMVETS LADIES AUXILIARY

We welcome you to join us as a member of AMVETS Ladies Auxiliary . . .

Membership in AMVETS Ladies Auxiliary is open to the mothers, wives, widows, grandmothers, sisters, daughters, granddaughters and stepdaughters of AMVETS and female Veterans who are currently serving or who have honorably served in the Armed Forces of the United States, including the National Guard and Reserve components, anytime after September 15, 1940.

Since Chartered in 1947, AMVETS Ladies Auxiliary has served Veterans and their communities through programs such as John Tracy Center (for hearing impaired and deaf children ages 18 months to 5 years), Paws With A Cause (who train Assistance Dogs for people with disabilities), Scholarships; St. Jude's Children's Research Hospital, Veterans Affairs Volunteer Service Programs (VAVS), and Founding Forward (previously Freedom's Foundation) just to mention a few.

A network of AMVETS Ladies Auxiliary members across the country provides teamwork and support for local volunteers. Volunteering is the heart of AMVETS Ladies Auxiliary. Volunteer services are recognized through an extensive awards program both on the Department and National levels.

It is up to us to keep a watchful eye on all Capitol Hill legislation and aggressively pursue every Congressional Bill that is likely to affect Veterans – to ensure there is no erosion of their entitlements. Veterans' healthcare, POW/MIA accountability, service for Homeless Veterans, national defense and foreign relations are all issues of importance to AMVETS Ladies Auxiliary and its parent organization, AMVETS.

We would like to invite you to become a part of our network of volunteers dedicated to serving our Nation's Veterans and the local communities in which they and you reside.



SECOND VICE PRESIDENT / CHILD WELFARE CHAIRPERSON

The Child Welfare Program includes any project that benefits children (18 and under) **ONLY**, including projects for Worchids. The following is the suggested guideline to assist you in your work and in reporting your Child Welfare Programs to the Department Second Vice President. Please note that all projects must be approved by your membership.

Duties of Office

The Second Vice President shall serve as Child Welfare Chairperson and, in the absence or disability of the President and First Vice President, shall preside at all Meetings and perform such duties as may be prescribed by the Executive Board.

1. Read and familiarize yourself with all Sections of the AMVETS Ladies Auxiliary National and Department of Ohio Guidebooks, National Constitution, By-Laws and Standing Rules, *Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws* and Standing Rules, and your Local Auxiliary Standing Rules as they pertain to your office.
2. Promote, submit plans, and suggestions on programs benefiting all children, including Warchids. Any service (*i.e.*, parties for children of the Post and/or Auxiliary) **cannot** be claimed as a service for Child Welfare on your Service Report).
3. Correspond directly with the Department Second Vice President regarding any questions on any Child Welfare project you and your Auxiliary are promoting. **COMMUNICATE!!!**
4. Local Second Vice Presidents are required to submit two (2) Service Reports each year to the Department Second Vice President on a timely basis. All reports are to be completed on the most current Service Report Forms.

The required 2 Service Reports are to be submitted as follows: Mid-Year Report postmarked by November 1 and Annual Report postmarked by May 1.

- Both reports are to be directed to your Department Second Vice President.
- Refer to the explanation of completion of the Service Report Form included in this Guidebook for guidance on volunteers, hours, financial evaluations, etc.

5. Review all Bulletins and mailings directed to your office from both Department and National. The Bulletins and mailings enable you to keep current with innovative ideas and procedures of office.
6. Be aware of all awards available to your Auxiliary and/or members of your Auxiliary by the National and Department so proper application for the award can be made. Remember to check with your Local President and/or Treasurer to make sure your Auxiliary has paid their Combo Donation.

Please remember that to qualify for the Department Awards, each program **MUST** have submitted two (2) Service Reports to their respective Department Second Vice President on time, and your Auxiliary **MUST** be current in your Combo Donation.

Any Auxiliary may apply for any of the National Awards, even if Department requirements have not been met.

Correspondence and Files

- You shall maintain a complete file of all material pertaining to your office. This should include copies of correspondence, Department and National Bulletins, copies of your Service Reports and any program information.
- You should update all files and be prepared to forward same to your successor at the expiration of your term of office.
- All correspondence should be copied for your file and your Local President's file.

Meetings

- Attend all your Auxiliary Meetings.
- Try to attend as many Department Meetings and Workshops as possible. (Mid-Winter and Fall Conferences, and Department Convention)
- You will also find the National Convention both enlightening and entertaining. The National Officers attempt to acquaint you with the projects pertaining to your office and have many useful ideas and suggestions to offer in their workshops.

Can you imagine getting along in the world if you were born deaf and there was not a place like the John Tracy Center to help?

WHAT IS THE JOHN TRACY CENTER?

It is a unique clinic for hearing impaired pre-school children and their families.

It is a Center that teaches hearing impaired children to speak the words they cannot hear.

It is a place where parents learn the specific skills necessary to teach speech to their own children.

It is a place where parents are offered guidance and support, as well as instruction.

It is a place for education, through correspondence to families with hearing impaired children all over the world.

It is a source of special intensive educational services at no cost to any family.

... All services at John Tracy Center are offered free of charge. The program is financed by volunteer contributions. These services are available to all parents of pre-school deaf and hard of hearing children and to the parents of pre-school deaf/blind children.

... The services of the Center include Audiology consultation, classes for parents, demonstration Nursery School, Weekly Clinic Day, psychological counseling, demonstration homes, correspondence courses, summer sessions, teacher training and research.

For more information, or help from the John Tracy Center, their address is:

John Tracy Center
806 West Adams Boulevard
Los Angeles, California 90007

NOTE: For making your donation to the Center, you MUST send donations to the Department Secretary, earmarked JOHN TRACY CENTER. This is the only way you will get credit for your donation through AMVETS Ladies Auxiliary.

It is important to keep a record of all work you do. Your Department and National have awards to recognize Local Auxiliaries for their outstanding work. Everyone is eligible if they keep good records, report on time, and submit their existing Life Membership Combo Donations of Two Dollars and Sixty Cents (\$2.60) to Department by April 15 in order to be eligible for Department Awards.

Combo Donations are not required to be eligible for National Awards.

Department Awards:

- *Department of Ohio Award to the Auxiliary with the Most Outstanding Child Welfare Program with more than 150 members.* Based on your Mid-Year and Annual Reports mailed to the Current Second Vice President. (Applications mailed to the Current Child Welfare Officer).
- *Department of Ohio Award to the Auxiliary with the Most Outstanding Child Welfare Program with less than 150 members.* Based on your Mid-Year and Annual Reports mailed to the Current Second Vice President. (Applications mailed to the Current Child Welfare Officer).
- *PDP Theresa Servitilli Award to the Auxiliary with the Most Creative Single Child Welfare Project with more than 150 members.* (Applications mailed to the Current Child Welfare Officer).
- *PDP Barbara Valley Monetary Award to the Auxiliary with the Most Creative Single Child Welfare Project with less than 150 members.* (Application mailed to PDP Barbara Valley, 25681 Orange Hill Road, Danville, Ohio 43014).

National Awards:

- *PDP Cathy Fishero Award* presented to the Department doing the most outstanding work in Child Welfare
- *PDP Leslie R. Wunderle Award* presented to the Local Auxiliary doing the most outstanding service in their community, benefiting children 18 years of age and younger
- *PDP Dee Kreiling-Riley Award* presented to the Auxiliary with the most imaginative, interesting and rewarding program for the benefit of the John Tracy Center.

April is John Tracy Center month.

SUGGESTED CHILD WELFARE PROJECTS

Special Wish Foundation -- A joint AMVETS and AMVETS Ladies Auxiliary Project to grant a wish to a child in Ohio with a life threatening or terminal illness.

Child Abuse Programs – A joint AMVETS and AMVETS Ladies Auxiliary Project to promote and support child abuse programs in your community. These programs are recognized by the Center for Missing and Exploited Children in Washington, D.C. Some of the programs are Child Find, SAC (Save a Child), and the Latchkey Program.

John Tracy Clinic – A home correspondence course to teach hearing impaired pre-school children to speak. This is a National AMVETS Ladies Auxiliary Project. The coin holder cards are the most popular emblem for the Clinic for fundraising.

The Ronald McDonald Houses – A temporary home away from home for families of children traveling distances to be treated for an illness at a health care facility.

A Child's Code of Survival – A code written for children to advise them of rules they should follow to prevent harm from happening to them. Copies of "A Child's Code of Survival" are available from the National AMVETS Ladies Auxiliary Quartermaster for distribution.

Fund Raisers for Ill and/or Disabled Children – Promoting and assisting a project to raise donations that benefit a child such as: cerebral palsy, cancer, muscular dystrophy, the Kidney Foundation, Spastic Foundations, etc.

Sponsoring Youth Groups – Includes 4-H Clubs, Scout Troops, Baseball Leagues and other sports leagues, Y groups, and the Big Brothers/Big Sisters Programs in your area.

Sponsoring School Activity Groups – This includes bands, cheerleaders, athletic and music boosters, language clubs, etc.

Institutionalized Children – This includes orphanages, Indian Reservations, detention centers, attention centers, and Ohio Youth Commission.

Aiding Handicapped Children – The hearing and visually impaired, Rainbow Babies & Children's Hospital, burn units in children's and other hospitals.

Hosting Parties -- For children for children *in* your community for all occasions (Christmas, Halloween, Easter, birthdays, etc.). **You cannot count parties for children of AMVETS Family members.**

Donating New/Used Clothing – Sort and renew clothing for children due to their family's economic situation or a disaster; for school and community distribution centers such as The Store, The Community Clothes Closet, etc.

Special Equipment – Purchasing specialized equipment for impaired or disabled children.

Serving as Chaperones – For special children's outings.

Participating in Community Projects – Such as Toys for Tots, etc.

Providing Child Care Services – For voting citizens, ill parents, working parents.

Promote SADD – Students Against Drunk Driving.

**THE FOLLOWING SECOND VICE PRESIDENT AWARD FORMS
ARE LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK**

***PDP Theresa Servitelli Memorial Child Welfare Award (Sponsored by PDP Cindy Rice)
(More than 150 Members)***

***PDP Barbara Valley Child Welfare Award
(Less than 150 Members)***



THIRD VICE PRESIDENT / COMMUNITY SERVICE CHAIRPERSON

The Third Vice President shall serve as Chairperson of the Community Service Program and in the absence or disability of the President, First Vice President and/or Second Vice President, shall preside at all Meetings and perform such duties as may be prescribed by the Executive Board.

Duties of Office

1. Read and familiarize yourself with all Sections of the AMVETS Ladies Auxiliary National and Department Guidebook, National Constitution, By-Laws and Standing Rules, Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules, and your Local Auxiliary Standing Rules as they pertain to your office.
2. Promote and submit plans and suggestions on community and civic projects for the betterment of citizens requiring special assistance.
3. Correspond directly with your counterpart on the Department level regarding any questions on any community service projects she is promoting.
4. Locals are required to submit two (2) Service Reports each year to the Department Third Vice President on a timely basis. All reports are to be completed on the most current Service Report Forms. The required two (2) Service Reports are to be submitted Mid-Year Report postmarked by November 1 and Annual Report postmarked by May 1.
 - Both reports are to be directed to your Department Third Vice President.
 - Refer to the explanation of completion of the Service Report Form included in this Guidebook for guidance on volunteers, hours, financial evaluations, etc.
5. It is to be understood that COMMUNITY SERVICE is any program designated to benefit both adults and children or adults. Suggested Community Service programs are included within this Section.
6. Be aware of all awards available to Auxiliaries and/or individual members from the Department and National levels so proper applications for the awards can be completed.

Correspondence and Files

- Maintain a complete file of all material pertaining to your office. This should include copies of correspondence, Department and National Bulletins, copies of Service Reports, and any program information. You should receive this from your Local President and/or Secretary.
- Update all files (retaining the previous year) and be prepared to forward same to your successor as soon as possible at the expiration of your term of office.
- All correspondence should be copied for your file and the Local President's File.

Meetings

- Attend all your Auxiliary Meetings.
- Try to attend as many Department Meetings (Mid-Winter and Fall Conferences, Department Conventions and Workshops) as possible. You will also find the National Convention both

enlightening and entertaining. The National Officers attempt to acquaint you with the projects pertaining to your office and have many useful ideas and suggestions to offer in their Workshops.

Community Service Programs

Work on projects that best suit your community. The Department and National AMVETS Ladies Auxiliary can suggest programs to you – YOU go from there! Begin by planning your projects and have them approved by your Auxiliary membership at a Regular Meeting and go to work.

Contact you are Mayor, City Council, Senior Citizens' Centers, Churches and other agencies in your area, ask ***“WHAT CAN AMVETS LADIES AUXILIARY DO AS VOLUNTEERS?”***

Community Involvement!!! For the future of AMVETS Ladies Auxiliary, it is important to work with your neighbors and friends. Let your community leaders know that your Post facilities may be available to them for fund drives, meetings, blood banks, etc. (Check with your AMVETS for approval first).

Recognize your members and non-members for their assistance on a project. Recognize your community leaders for their outstanding work for your community.

Suggested Community Service Projects

Fisher House since it benefits families of hospitalized military personnel and Veterans.

Blood Bank (A Gift of Life) - (An Honorary Member is eligible to receive a blood donor pin.

- Donating blood (reported as new material – evaluated at \$100.00 per pint).
- Blood donor pins will be presented to a member donating their first eight (8) pints (1 gallon) with written verification.
- Working at Bloodmobiles
- Recruiting volunteers

C.P.R. Training Course (Cardio-Pulmonary Resuscitation)

- Take training course and learn to save a life in an emergency
- Be a trainer

Special Olympics (Reach Out and Help)

- Assist Special Olympics programs in your community
- Conduct fundraisers to purchase uniforms, medals, ribbons, etc.
- Arrange transportation, meals and lodging for participants
- Special bowling tournaments, track/field meets, swimming meets, etc.

Senior Citizens

- Meals on Wheels – hot lunches/suppers delivered to homes of shut-ins
- Drive elderly to center where hot lunches are served
- Transportation services for elderly (shopping, doctors' appointments, etc.)
- Sponsor activities (bingo, art/crafts, etc.) for Senior Citizens, or be a volunteer at your Senior Citizen's Community Center
- Cents-Off Coupons can be sent to:
Senior Citizens
1 North Genessee, Suite 203 (These are distributed to Senior Citizens)
Waukegan, IL 60085

Vial of Life (Vital medical and personal information is kept in a vial in a uniformly located place within homes of the Community).

- Secure donated/supplied vials from local drug stores and hospitals
- Help print client data form (name, address, next of kin, name and phone numbers of doctors. Ref: handicaps, ailments, allergies, medication, treatments and insurance information).

Helping Fellow Neighbors in your vicinity or in a far away place.

- Donating clothing/furniture to disaster area victims (tornado, floods, earthquakes, fires, etc.
- Food baskets for the needy
- Help improve services for people with disabilities
- Defense for the Disabled – communities can set up programs for teaching our disabled simple self-defense (through Police Departments or local colleges/universities)
- Recording for the Blind, Inc. (Provides textbook recordings FREE on loan to the blind in their chosen careers)

Send donations to:

215 E. 58th Street
New York, NY 10022

- Intellectually Disabled Health Agency – Nationwide – located in various communities; check your phone book. They operate special homes for intellectually disabled adults where they learn normal day-to-day routine and become self-independent.
- New Eyes for the Needy – Make use of eyeglasses that are no longer of any use to you. Collect and send them to:

New Eyes for the Needy
549 Milburn Avenue
Short Hills, NJ 07041

(also accepts used jewelry) OR contact your Local Lion's Eye Bank

- Used Christmas and greeting cards can be sent to:
Lincoln School for the Trainable Mentally Impaired
860 Crahen, N.E.
Grand Rapids, MI 49505

Greeting Card Recycling Project
Scripture Union
7000 Ludlow Street
Upper Darby, PA 19082

- Collect UPC symbols, labels and miscellaneous items for the Developmentally Disabled.
- PAWS WITH A CAUSE is our nationally adopted Community Service Project. This organization is headquartered in Michigan, but funds raised by our Department Ladies Auxiliaries can be earmarked to stay in Ohio. This program trains dogs for people with disabilities.
- Crime Prevention on the Streets
- Neighborhood Watch Programs – contact your local Police Department
- City Beautification
- Civil Defense and Earthquake Preparedness
- Energy Conservation
- Drug Abuse Control and Alcoholism Program
- Burn Treatment and Prevention
- Fund Drives and Telethons in your community (hours and miles ONLY)
- Multiple Sclerosis
- Muscular Dystrophy
- United Cerebral Palsy
- Arthritic Foundation
- March of Dimes

- Kidney Foundation
- Cystic Fibrosis
- American Heart Association
- American Red Cross
- Lupis Foundation

Cancelled Stamp could be sent to your favorite charity. Cut them neatly, leaving a ¼” or ½” border around the stamp.

It is important to keep a record of all work you do. Your Department and National have awards to recognize Local Auxiliaries for their outstanding work. Everyone is eligible if they keep good records, report on time, and submit their existing Life Membership Combo Donations of Two Dollars and Sixty Cents (\$2.60) to Department by April 15 in order to be eligible for Department Awards.

Combo Donations are not required to be eligible for National Awards.

Department Awards

- *Department of Ohio Award to the Auxiliary with the Most Outstanding Child Welfare Program with more than 150 members.* (Applications mailed to the Current Community Service Officer).
- *Department of Ohio Award to the Auxiliary with the Most Outstanding Child Welfare Program with less than 150 members.* (Applications mailed to the Current Community Service Officer)
- *PDP Fran Ganda Award to the Auxiliary with the Most Outstanding Community Service Project.* (Application mailed to PDP Fran Ganda, 13205 Liberty Avenue, Cleveland, Ohio 44135).
- *PDP Sonja Limer Award is presented to the Junior AMVETS Unit with the Most Outstanding Community Service Project.* (Applications mailed Denise Speigle, Department Auxiliary Junior Advisor, 543 Perry Street, Salem, Ohio 44460).

National Awards

- *PNP Lynda Taylor Award* presented to the Department doing the most outstanding work in Community Service.
- *PNP Linda McGriff Award* presented to the Local Auxiliary doing the most outstanding work in Community Service.
- Blood Donor Program Awards
- Blood Donor Pin for an Auxiliary Member's first-time donation of 8 pints (1 gallon) of blood.
 - Blood Donor Pin and Certificate presented to a member donating eight (8) pints, (1) gallon or more of blood.
 - Blood Donor Certificate to an Auxiliary Member donating 2,3 & 4 gallons of blood
 - Blood Donor Pin & Certificate to an Auxiliary Member donating 5, 10, 15, 20 gallons of blood.

**THE FOLLOWING THIRD VICE PRESIDENT AWARD FORMS
ARE LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK**

PDP Fran Ganda Community Service Award

PDP Sonja Limer Junior AMVETS Unit Community Service Award

American Red Cross
430 18th Street. MW
Washington, DC 20006
800-733-2767

Paws With A Cause
4646 South Division
Wayland, MI 49348
616-877-7297

\National Stroke Association
9707 East Easter Lane
Englewood, CO 80112
800-787-6537

Aging American Resources
11611 Kosine Drive
Loveland, OH 45140
513-697-9696

Nat'l Domestic Abuse Hotline
P.O. Box 161810
Austin, TX 78716
800-799-7233

Eye Bank Association of America
1101 17th Street, NW. Suite 400
Washington, DC 20036
202-775-4999

American Heart Association
National Center
7272 Greenville Avenue
Dallas, TX 75231
800-242-8721

Nat'l Cancer Information Center
2433 Ridgepoint Drive, Suite B
Austin, TX 78754
800-227-2345

United Network for Organ Sharing
700 N. Fourth Street
Richmond, VA 23219
800-978-4334

National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143-3201
630-285-1121

National Kidney Foundation
30 East 33rd Street
New York, NY 10016
800-622-9010

American Cancer Society
250 Williams Street, NW
Atlanta, GA 30303
800-227-2345

Nat'l Meals on Wheels Foundation
1550 Crystal Drive, Suite 1004
Arlington, VA
888-998-6325

Gift of Life Donor Program
401 N. 3rd Street
Philadelphia, PA 19130
215-557-8090

Special Olympics, Inc.
1133 19th Street, NW
Washington, DC 20036
202-628-3630

American Stroke Association
National Center
7272 Greenville Avenue
Dallas, TX 75231
800-242-8721

Nat'l Morrow Donor Program
3001 Broadway Street, NW, Suite 500
Minneapolis, MN 55413-1753
800-627-7692

AARP
601 "E" Street, NW
Washington, DC 20049
800-424-3410

Cents-Off Coupons

MCCS Personal Services Center
Camp Courtney
Building #4425

MCCS Personal Services Center
Camp Foster
Building #445

Camp Hansen
Building #2339

Camp Kinser
Building #1220

48 MSS/DPF
Attn: Coupon Connection Program
Unit 5200, Box 105
APO AE 09464

Camp Schwab
Building #3327

Used Greeting Cards

St. Jude Ranch for Children
100 St. Jude's Street
Boulder City, NV 89005-1618
702-294-7100

Sacred Heart Convent
1237 W Monroe Street
Springfield, IL 62704
271-787-0481

St. Jude's Ranch for Children
Recycled Card Program
100 St. Jude's Street
Boulder City, NV 89005
702-294-7100

Used Eyeglasses and Cases

New Eyes for the Needy
549 Milburn Avenue
Short Hills, NJ 07078
(Also accepts used jewelry)
973-376-4903

Blind Service Association
17 N. State Street
Chicago, IL 60602
312-236-0808

Cancelled Stamps

St. Francis Mission
Route 1, Box 2
Greenwood, MS 38920

Alice Barnes Missionary
RFD Box 695
Dungannon, VA 24245

Brother Thronedreiese - OMI
348 Porter Avenue
Buffalo, NY 14202

Methodist Church Missionary
402 East Highland Avenue
Marion, IN 46952

Bertha McCallie Missions
396 Willow Street
Meadville, PA 16335

Campbell Soup Labels

Matthew Ministries
11060 Kenwood Road
Blue Ash, OH 45242
513-793-6256

Pill Bottles

St. Jude's Ranch for Children
1400 Ridge Creek Lane
Bulverde, TX 78163
702-294-7100



AMERICANISM OFFICER

The Americanism Officer's duty is to promote the American way of life. Encourage the members of your Ladies Auxiliary to participate in the many patriotic projects available. Let the community you serve know that members of AMVETS Ladies Auxiliary are responsible citizens by sponsoring and participating in projects that will preserve the Democratic Way of Life.

Duties of Office

1. Read and familiarize yourself with all Sections of the AMVETS Ladies Auxiliary National and Department Guidebook, National Constitution, By-Laws and Standing Rules, Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules, and your Auxiliary Standing Rules as they pertain to your office.
2. Correspond directly with your counterpart on the Department level regarding any questions on any Americanism projects she is promoting.
4. Locals are required to submit two (2) Service Reports each year to their Department Americanism Officer on a timely basis. All reports are to be completed on the most current Service Report Forms. The required two (2) Service Reports are to be submitted as follows: Mid-Year Report postmarked by November 1 and Annual Report postmarked by May 1.
 - Both reports are to be directed to your Department Americanism Officer.
 - Refer to the explanation of completion of the Service Report Form included in this Guidebook for guidance on volunteers, hours, financial evaluations, etc.
5. Be aware of all awards available to Auxiliaries and/or individual members from the Department and National levels so proper applications for the awards can be completed.

Correspondence and Files

- Maintain a complete file of all material pertaining to your office. This should include copies of correspondence, Department and National Bulletins, copies of Service Reports, and any program information. You should receive this from her Local President and/or Secretary.
- Update all files (retaining the previous year) and be prepared to forward same to her successor as soon as possible at the expiration of her term of office.
- All correspondence should be copied for your file and the Local President's File.

Meetings

- Attend all your Auxiliary Meetings.
- Try to attend as many Department Meetings (Mid-Winter and Fall Conferences, Department Conventions and Workshops) as possible. You will also find the National Convention both enlightening and entertaining. The National Officers attempt to acquaint you with the projects pertaining to your office and have many useful ideas and suggestions to offer in their Workshops.

Our Americanism program is threefold: Positive Americanism – People to People – Citizenship. The projects are unlimited.

Suggested below are but a few.

Positive Americanism

- Present flags and flag brochures to schools and other youth groups
- Sponsor Essay and Poster contests as specified in the National Manual, in conjunction with AMVETS
- Sponsor Founding Forward (previously Freedoms Foundation) and the Chapel of Four Chaplains
- Promote "Love America Week" during the week of Veteran's Day
- Observe "Pledge of Allegiance Day" – April 30th or last day in April at 1:30 pm Eastern Standard Time

Citizenship

- Sponsor pen-pals in foreign countries
- Send used greeting cards and other items to foreign missions
- Give your support to Care – Project Hope – Meals for Millions– UNICEF

People to People

- Sponsor "Get Out to Vote" campaigns
- Offer assistance to new citizenship classes
- Participate in patriotic holiday parades (more suggestions in AMVETS Ladies Auxiliary By-Laws and Service Report Guidelines)

Serve Our Servicemen (S.O.S.)

Encourage members to write letters and to send birthday and holiday cards to the men and women from your community who are serving our Country. Send food and comfort packages to military personnel overseas. If there is a U.S.O. in your area, volunteer your service.

Addresses

Free brochures for distribution may be obtained by writing to the following:

Founding Forward
P.O. Box 706
Valley Forge, PA 19482

Chapel of Four Chaplains
P.O. Box 1943
Valley Forge, PA 19482

POW/MIA in SE Asia
Natl. League of Families
1608 K Street, NW
Washington, DC 20006

For reporting items such as Bibles, Flag pins, Hall of Fame Book, Keystones of Americanism Freedom Book, 3" x 5" American Flags, Christmas cards, Great American Sports Book which come from the AMVETS Service Foundation check your National Ladies Auxiliary Manual for evaluations.

Contacting Your Legislator

When writing to your Legislator keep the following in mind:

- Refer to the specific Bill with its number. For example: State Legislation (show year), SB 1 means Senate Bill 1; AB means Assembly Bill 1; Federal Legislation (show number of Congress); SI means United States Bill 1. In either case, JR means Joint Resolution.
- Briefly list your reasons for either supporting or opposing the Bill. Make it clear you are for or against it.
- Remember: Courtesy is appropriate at all times. You are attempting to inform your Legislator about the impact of proposed legislation.

Addressing Your Letter

To all State Legislators (State Senators and State Assemblymen)

The Honorable _____
Senate Chambers OR Assembly Chambers
State Capital
City, State, Zip Code

To all members of the U.S. Congress (Senators & Representatives)

The Honorable _____
United States Senate OR House of Representatives
Senate OR Housing Office Building
Washington, DC 20010 OR 20015

Sample Letter

Date

Dear Sir or Madam:

I am a member of the AMVETS Ladies Auxiliary #____ in (city and state) and a resident of your district. This letter concerns (insert the designation of the Bill for example: Senate Bill 1, Assembly Bill 1).

I would urge you to vote "yes" or "no" on this Bill because (insert your reason).

You're "yes" or "no" vote on this Bill when it comes before you for consideration will benefit America and therefore our (city and state).

Sincerely,

(Your Name and Address)

Reporting

Local Americanism Officers are required to submit two (2) reports each year to their Department Americanism Officer on a timely basis. All reports are to be completed on the Service Report Forms. The required 2 reports are to be submitted Mid-Year Report postmarked by November 1 and Annual Report postmarked by May 1.

- Both reports are to be directed to your Department Americanism Officer.
- Refer to the explanation of completion of the Service Report Form included in this Guidebook for guidance on volunteers, hours, financial evaluations, etc.

It is important to keep a record of all work you do. Your Department and National have awards to recognize Local Auxiliaries for their outstanding work. Everyone is eligible if they keep good records, report on time, and submit their existing Life Membership Combo Donations of Two Dollars and Sixty Cents (\$2.60) to Department by April 15 in order to be eligible for Department Awards.

Combo Donations are not required to be eligible for National Awards.

Americanism Awards

Department Awards

- *Department of Ohio Award* presented to the Auxiliary with the Most Outstanding Americanism Program with more than 150 members.
- *Department of Ohio Award* presented to the Auxiliary with the Most Outstanding Americanism Program with less than 150 members.
- *PDP Mollie D. Eusey Memorial Americanism Award* (Sponsored by PDP Fran Ganda) presented to a Local Auxiliary Member showing the Most Outstanding Work in Americanism. (Application Required). (Mail to PDP Fran Ganda, 13205 Liberty Avenue, Cleveland, Ohio 44135 by May 1).

Cash Award

- *PDP Lillian Jackson SOS Award* (Serve Our Servicemen) to the Auxiliary with the Most Outstanding SOS Program. (Application Required). (Mail to PDP Lillian Jackson, 1045 Memory Lane, Vermilion, Ohio 44089 by May 1).

AMVETS & Ladies Auxiliary Awards from Americanism Essay Contest

- Kindergarten - 1st Grade - American Flag Drawing Contest
- 2nd - 5th Grades - Poster Contest
- 6th - 12th Grades Essay Contest – 1st, 2nd and 3rd in each category

National Awards

- *PNP Heidi Dineen-Serpis Award* presented to the Department doing the most outstanding work in Americanism
- *PNP Patty Piening Award* presented to the Local Ladies Auxiliary doing the most outstanding work in Americanism
- *Individual Americanism Award* presented to a Local Ladies Auxiliary Member doing the most outstanding work in Americanism

Individual Youth Awards

- National Essay Contest – Award to the best essay written and submitted by a 4th, 7th, 8th, 9th, 10th, 11th or 12th grader and based on the current year's theme.
- National Poster Contest – Awarded to students in the 2nd, 3rd, 5th, and 6th grade and based on current year's theme.
- National Flag Drawing Contest – Awarded to all students in Kindergarten and 1st grade.
- A Scholarship Award by the Department of Ohio AMVETS Ladies Auxiliary to the National Youth Leadership Seminar at Founding Forward for students in the 9th grade based on an essay for the AMVETS and AMVETS Ladies Auxiliary Americanism Essay Contest and judged by the Department Essay Judging Committee to be a second-place recipient. (AMVETS Department of Ohio sponsors the first-place recipient.)

**THE FOLLOWING AMERICANISM AWARD FORMS
ARE LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK**

***PDP Mollie D. Eusey Memorial Americanism Award
(Sponsored by PDP Fran Ganda)***

PDP Lillian Jackson SOS Award



HOSPITAL OFFICER

It is your duty as the Local Hospital Officer to keep accurate records of hours, miles, monies spent or donated, items donated, and hours spent volunteering by your Local Auxiliary members and Youth Volunteers. Separate Service Report forms are required for youth volunteers. Junior AMVETS are also included on the Youth Service Report form.

Duties of Office

1. Read and familiarize yourself with all Sections of the AMVETS Ladies Auxiliary Department and National Guidebooks, National Constitution, By-Laws and Standing Rules, Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules, and your Auxiliary Standing Rules as they pertain to your office.
2. Correspond directly with your counterpart on the Department level regarding any questions on any Hospital projects she is promoting.
4. Locals are required to submit two (2) Service Reports each year to the Department Hospital Officer on a timely basis. All reports are to be completed on the most current Service Report Forms. The required two (2) Service Reports are to be submitted as follows: Mid-Year Report postmarked by November 1 and Annual Report postmarked by May 1.
 - Both reports are to be directed to your Department Hospital Officer.
 - Refer to the explanation of completion of the Service Report Form included in this Guidebook for guidance on volunteers, hours, and financial evaluations.
5. Be specific when reporting **VOLUNTEER HOURS, WHERE, WHEN, HOW, WHAT, HOW MONEY WAS SPENT, AND YOUR MILEAGE** to conduct a project or performing services at any medical facility or nursing home.
6. Be aware of all awards available to Auxiliaries and/or individual members from the Department and National levels so proper applications for the awards can be completed.

Correspondence and Files

- Maintain a complete file of all material pertaining to your office. This should include copies of correspondence, Department and National Bulletins, copies of Service Reports, and any program information.
- Update all files (retaining the previous year) and be prepared to forward same to your successor as soon as possible at the expiration of your term of office.
- All correspondence should be copied for your file and the Local President's File.

Meetings

- Attend all your Local Auxiliary Meetings.
- Try to attend as many Department Meetings as possible. (Mid-Winter and Fall Conferences, Department Conventions and Workshops). You will also find the National Convention both enlightening and entertaining. The National Officers attempt to acquaint you with the projects pertaining to your office and have many useful ideas and suggestions to offer in their Workshops.

A Local Hospital Chairperson reports on work/services done at:

- VA Medical Centers
- VA Contracted Nursing Homes
- Non-VA Hospitals
- Non-VA Nursing Homes

Non-VA Hospitals and Nursing Homes would include services in or for a regular nursing home, local hospital, state hospital, and mental institutions.

VA Contracted Nursing Homes are contracted by the VA to care for Veterans needing nursing home care, and not necessarily hospital care and also those nursing homes within a VA Hospital.

A hospital is defined as any institution providing health care service to the physically or mentally ill; this includes nursing care homes and convalescent homes when medically staffed with doctors and/or nurses to dispense medications.

The Hospital Program of AMVETS Ladies Auxiliary is diversified in so far as it is carried on in all types of hospitals and nursing care facilities **BUT** unified in its objective to bring cheer and diversion to hospitalized Veterans, their dependents, and the community it serves.

Volunteer Service hours and mileage for services performed in any hospital may be reported on Service Reports. You cannot report hours and mileage for taking a Veteran to doctor appointments on your Hospital Service Report.

Actual hours spent in any hospital or in direct contact with the Veterans may be applied toward Hospital pins and bar hours.

VAVS Representatives and/or Deputies mileage and hours spent at VAVS Meetings and volunteering and this time should be reported to their Local Ladies Auxiliary Service Reports.

Any type of sewing or craft performed outside of the hospital is to be reported as volunteer hours and cost of materials.

There are many areas in both Hospitals and Nursing Homes where you can volunteer. At a VA Hospital or Facility contact the Center for Development and Civic Engagement (Voluntary Services) to find out how you can become a volunteer and in what areas you can volunteer. In a non-VA hospital or a nursing home contact their administrative offices for information on volunteering.

Contact the Department VAVS Representative in your area for ideas on what our hospitalized Veterans need and/or would like to have. You must schedule any activities you might want to hold at a VA Hospital or Facility through your Department VAVS Representative.

VA Facilities and Ohio Veterans Home in Ohio are:

Chillicothe VA Medical Center

Cincinnati VA Medical Center

Northeast Ohio VA Healthcare System (Cleveland VA Medical Center)

Dayton VA Medical Center

Chalmers P. Wylie VAACC (Out-Patient Clinic)

Ohio Veterans Home (Non-VA Facility; however, we have a Representative at this facility)

Programs your Local Ladies Auxiliary can help VAVS Representatives with at a VA Hospital.

- **AMVETS Because We Care Day.** This held the first Wednesday in April in all VA Medical Centers between 2:00 and 8:00 p.m.
- **Salute to Veterans.** This Salute is a program sponsored by the VA and is held in VA Facilities the week in February that contains Valentine's Day. To participate in this program, contact the Department Hospital Chairperson or the VAVS Representative in your area.
- **At Home Program.** For those who cannot go to the hospital but can make items at home for use in the hospitals or nursing home or for use in any of the Auxiliary's Hospital Programs.
- **James H. Parke Scholarship.** This is a scholarship for youth volunteers.
- **St. Jude Children's Research Hospital.** Please read the enclosed materials provided regarding S. Jude as this is our National Hospital Program.

It is important to keep a record of all work your Local Auxiliary does for Hospital. Your Department and National have awards to recognize Local Auxiliaries for their outstanding work. Everyone is eligible if they keep good records, report on time, are in good standing (Revalidation and 990 and acceptance letter sent to Department) and submit their existing Life Membership Combo Donations of Two Dollars and Sixty Cents (\$2.60) to Department by April 15 in order to be eligible for Department Awards.

Combo Donations are not required to be eligible for National Awards.

Department Awards

- *Department Award for the Auxiliary Doing Outstanding Work at a VA Medical Center* (No Application Required. Report must be mailed to current Hospital Officer by May 1.)
- *Department Award for the Auxiliary Doing Outstanding Hospital Program* (No Application Required. Service Report must be mailed to current Hospital Officer by May 1.)
- *Department Award for the Auxiliary Doing Outstanding Work in a Non-VA Nursing Home or Local Hospital (Veterans Only)* (No Application Required. Service Report must be mailed to current Hospital Officer by May 1.)
- *PDP Marlene Klinefelter Hospital Award VA Contracted Nursing Home.* This award is presented to a Local Auxiliary that displays the most outstanding work in a VA-Contracted Nursing Home (includes Ohio Veterans Home). (No application required. Service Report must be mailed to current Hospital Officer by May 1.)
- *PDP Kay Gibbons Hospital Award.* This is awarded to a Local Auxiliary for the Most Hours serving a Non-VA Medical Facility (Community Nursing Home or Hospital). (No Application Required. Service Report must be mailed to current Hospital Officer by May 1.)

National Auxiliary Awards

- *PNP Mary Borrow Award* is presented to the Department with the most outstanding work in the Hospital Program.
- *PNP Brenda Kilgore Award* is presented to the Local Auxiliary with the most outstanding work in a Hospital Program.
- *PNP Barbara Guth Nursing Home Award* is presented to the Local Auxiliary with the most outstanding Community or VA Nursing Home.

Our National Hospital Project is St. Jude Children's Research Hospital. St. Jude's sole purpose is conducting basic and clinical research and medical assistance to children with catastrophic childhood diseases, mainly cancer.

November is St. Jude Children's Research Hospital month.



CHAPLAIN

1. You open and close Meetings with a non-denominational prayer. You can also use a prayer of your choice as long as it is non-denominational.
2. Whenever possible, visit ill AMVETS or AMVETS Ladies Auxiliary members at home or in the hospital. Visits mean so very much.
3. Send cards and urge other members to do so. (Get Well, Sympathy or Special Occasions).
4. Try to attend AMVETS and AMVETS Ladies Auxiliary funerals or at least make a call at the funeral home and offer condolences to the family.
5. If a death occurs within your Auxiliary, with the family's permission, ask your Auxiliary President about arranging for a Memorial Service at the funeral home. Ask the family to schedule the time. Give any service you can to help. See Ceremonies & Rituals in this Guidebook for Memorial Service options.
6. If you cannot attend a funeral or help with services, notify the Department Chaplain by phone, so she may attend if she is in the area.
7. Send sympathy cards from your Auxiliary even if you attend the service. Send cards to individuals within your community.
8. Drape the Charter upon the death of an Auxiliary member.
9. Department Chaplain should be notified of all illnesses or deaths so she can send cards, visit the sick or attend funerals.
10. In case of death, send copies of a Deceased Member Notification to the Department Chaplain, Department Headquarters, and to the National Chaplain as soon as it occurs.
11. It is most important to send a list of deceased Auxiliary members from your Auxiliary who have passed away since June 1st of each year. Send a list to the Department Chaplain by May 1 of each year.
12. Give the prayer at Auxiliary Ceremonial events. See Ceremonies & Rituals Section.
13. At all times, have a prayer with you which is suitable for any occasion in the event you are requested to do so.
14. Prepare the Alter for Meetings and Ceremonies.
15. Send two Service Reports to the Current Department Chaplain postmarked by (November 1 and May 1.

SELECTED PRAYERS

Opening Prayer

Our Father, we thank Thee for letting us gather here tonight to help our Veterans. Give us strength to carry on this great work which they have started. Bless the homes from which they came. Comfort those, Dear God, who have lost a loved one in this great conflict. Help them to know Thy will is best. Help us to follow those lines of action which bring peace, honor and prosperity. And by Thy guidance lead us ever in the way that goeth upward. AMEN.

Almighty God, we invoke Thy blessings upon this group gathered for the noble purpose of service to Thee and our Country. Grant us, we pray Thee, the strength, courage and wisdom to use our energies and talents in the best interests of our Nation and of the men and women who gallantly strive to protect it and keep it strong. We thank Thee for all the blessings, which Thou, in Thy great goodness has showered upon us. AMEN.

Closing Prayer

Dear God, in our comings and goings, Our Father, guide us into useful ways, make our lives rich in friends and service. Be with us, O God, until we meet again. AMEN.

Our God and Father, we thank Thee for the inspiration and fellowship, which we have been privileged to enjoy at this gathering. May we go forth from here with renewed strength and determination to continue our efforts to keep our Country a happy and secure one in which we live. Be with us always, we pray Thee, so that our noble endeavors may be blessed with success. AMEN.

**THE FOLLOWING CHAPLAIN FORM
IS LOCATED IN THE FORMS SECTION
IN THE BACK OF THIS GUIDEBOOK
UNDER THE MEMBERSHIP FORMS**

Deceased Member Notification

**THE FOLLOWING CHAPLAIN FORM
IS LOCATED IN THE FORMS SECTION IN THE
BACK OF THIS GUIDEBOOK**

***AMVETS Ladies Auxiliary Department of Ohio Local
Chaplain's Service Report***



SCHOLARSHIP OFFICER

AMVETS Ladies Auxiliary recognizes the need to reward our membership and/or a family member's academic achievements and their desire to pursue an education by having a strong scholarship program. It is the primary duty of the Scholarship Officer to promote donations to both the Department Auxiliary and the AMVETS National Ladies Auxiliary Scholarship Programs.

Local Scholarship Officers Should:

1. Explain what scholarships are available.
2. Send copies of the scholarship application to the financial offices of colleges in your area.
3. Tell any member who is looking for a job or needs to up-date her skills to get another position about our Career Start Scholarship.
4. February is Scholarship Month. Make your fundraisers and presentations that month.
5. A donation in memoriam can be made to AMVETS National Ladies Auxiliary Scholarship Program. A card recognizing the donation will be sent to the donor. (Donations are sent to Department Headquarters to be forwarded to National.)

Special Fundraisers

- Walk-A-Thon
- Bike-A-Thon
- Rock-A-Thon
- Silent Auction
- Progressive Raffle

Department Scholarship Program and Awards

- AMVETS Ladies Auxiliary Department of Ohio - Betty J. and Paul C. Walsh Memorial Scholarship
- AMVETS Ladies Auxiliary Career Start Scholarship
- PDP Betty Turk Award (Sponsored by PDP Jeannine Reznik) is presented to the Local Auxiliary with the Most Outstanding Scholarship Program.

National Scholarship Program and Awards

- AMVETS Ladies Auxiliary National Scholarship
- Career Start Scholarship
- College Support Scholarship
- PNP Charlene Kee Award is presented to the Department having the Largest Percentage Gain in Contributions to Scholarship.
- PNP Carol King Award is presented to the Local Auxiliary that Best Exemplifies the Promotion of Scholarship Activities.

POLICY & PROCEDURE - SCHOLARSHIP CHAIRPERSON

1. Be Chairperson of the AMVETS Ladies Auxiliary Scholarship activities.
2. Be Co-Chair of any AMVETS Scholarship project if requested to do so by the Local AMVETS members.
3. Review all Scholarship programs as adopted by your Department and National organizations.
4. Make a written report each Meeting with a copy to the President and the Secretary.
5. Take the Scholarship program to local high schools, leaving scholarship applications with the Guidance Counselor and schedule a date to pick them up. Refer to Local Standing Rules, as necessary.
6. Have a Committee on which she shall serve as Chairperson to review all Scholarship Applications for judging. Refer to Local Standing Rules, as necessary.

***THE FOLLOWING SCHOLARSHIP AWARD FORM
IS LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK***

***PDP Betty Turk Memorial Scholarship Award
(Sponsored by PDP Jeannine Reznik)
PDP Susan Weyrick Scholarship Award (Over 150 Members)
PDP Cindy Rice Scholarship Award (Under 150 Members)***

***THE FOLLOWING SCHOLARSHIP APPLICATION FORMS
ARE LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK***

Department of Ohio Scholarships

AMVETS Ladies Auxiliary Dept. of Ohio Betty J. and Paul C. Welsh Memorial Scholarship
AMVETS Ladies Auxiliary Dept. of Ohio Career Start Scholarship



DUTIES OF LEGISLATIVE - LIAISON OFFICER

The duties of the Liaison Officer are two-fold.

- To encourage your Auxiliary members to support any legislative matters supported or sponsored by AMVETS and AMVETS Ladies Auxiliary on the Department or National Level, such as petitions, letter writing, etc.
- Liaison Officer is the coordinator between AMVETS and AMVETS Ladies Auxiliary. You should attend all AMVET Meetings held at your Post, WITH AMVETS PERMISSION ONLY! If permission is granted, bring back a report on any business that is DIRECTLY RELATED to your Auxiliary. You must be careful at all times not to discuss any business conducted at the AMVETS Meetings that does not apply to the Ladies Auxiliary.

The Legislative-Liaison Officer can be elected or as in the case of some Auxiliaries, the Immediate Past President is appointed to the office.

DELEGATE TO NATIONAL CONVENTION

A Delegate and Alternate Delegate are elected at the Department Convention each year.

VAVS REPRESENTATIVE AND VAVS DEPUTY REPRESENTATIVE(S) (FOR INFORMATION PURPOSES ONLY)

A VAVS Representative and VAVS Deputy Representative(s) serve as the liaison between AMVETS Ladies Auxiliary Department of Ohio and the VAMC. They are appointed by the Department President with the approval of the Department Executive Committee. Appointments shall be for an indefinite period of service. A Representative or Deputy Representative(s) may be removed for failure to comply with duties, failure to attend required Meetings as specified by the VA, or by request for replacement for a personal reason(s).

Definition of terms used by VAVS:

VAVS	VA Center for Development and Civic Engagement (Formerly Veterans Administrative Voluntary Service)
VAMC	Veterans Administrative Medical Center
RSV	Regularly Scheduled Volunteer
OCCV	Occasional Volunteer



DUTIES OF NATIONAL EXECUTIVE COMMITTEE WOMAN (FOR INFORMATION PURPOSES ONLY)

The National Executive Committee Woman is elected at Department Convention and must be a Past Department President.

The members of the National Executive Committee shall be delegates to the National Convention with one (1) vote.

Meetings of the National Executive Committee shall be held following the adjournment of the National Convention and Spring NEC. Special Meetings may be called by the National President, upon written notice of not less than forty-five (45) days.

Duties

1. Liaison between the Department and National organizations. ***(For information Purposes Only. Does not apply to Local Auxiliaries.)***
2. Receive all Service Report forms from the Department Service Officers. It is her full responsibility to forward these Reports to National Officers by December 1 and June 1.
3. Required to represent the Ohio Department at all Meetings of the National Executive Committee and present a report on the activities, condition and needs of the Department.
4. File a written report for the National Executive Committee Meeting and National Convention. Also file a report with the Ohio Department Ladies Auxiliary of the business conducted at the National Executive Committee Meeting. The outgoing NEC Woman will prepare the Department Report for the Department Convention. A copy of each report will be forwarded to the National President, National Parliamentarian, and National Headquarters.
5. In the event the NEC Woman accepts an elected or appointed National Office, she shall resign her office as NEC Woman.
6. All correspondence originating from the Department to National and all National correspondence to Department will be copied to the NEC Woman and Department President.
7. Department in their approved annual budget shall cover the expenses of the NEC Woman, provided funds are available.
8. Assist the Ohio Department in coordinating arrangements for the visitation of the National President or her Representative.
9. In the absence, resignation, or removal from office of the NEC Woman, the Department President will appoint a NEC Woman, with the approval of the Executive Board.
10. Assist the Department President with any "Round Tables" that occur in the Department.



PUBLIC RELATIONS OFFICER / HISTORIAN (PRO)

The members of each Auxiliary should be informed of the name of the PRO/Historian so that they can report all news to her. The PRO/Historian should post all newspaper stories, dates and times of radio broadcasts concerning your Auxiliary on the Bulletin Board in the event that members missed them.

Procedure of Office

Once the PRO/Historian has been elected or appointed, the steps outlined below should immediately be taken by her.

1. Visit all daily and weekly newspapers and radio stations in your area. In the case of radio stations, see the Program Director. On the newspapers, see the Managing or City Editor. Tell them who you are, what your organization is, what your Auxiliary's activities consist of and frankly ask for help in publicizing them. Explain that you often have news items and would like to forward them to the paper (or radio station). Ask if there is one person in charge of club notes or Veterans' organizations who should get your news items. By all means find out the deadlines of the newspapers, radio and television stations. Check to see if they will take stories over the phone.
2. It will help you if you have something in your hand for news media when you first call. Perhaps it is a list of your Auxiliary Officers, or a fact sheet about the history of your Auxiliary and some of its current activities. These make good door openers for your Auxiliary, etc.
3. It is possible that while you are at the newspaper, one particular phase of your Auxiliary's local program would be of interest to them. In this case, follow it through and see if they will run a story on it right away. Find out what part of your programs they like, what type of stories they want from your Auxiliary, etc.
4. Try to get the Managing or City Editor or Program Director of a local radio station to actually introduce you to the man or woman on his staff with whom he wants you to work.

Purpose

We want people to know about us. We want them to know what we are doing on the Local, Department and National levels, what we stand for, and how we feel about our Veterans, communities, children, and country.

'We want to increase Local membership. The more that people hear about what we are doing in each city, the more they want to join.

We want to build a stronger organization. Strength means more members, and it means more people aware of the fact that we are an active organization.

What Makes News

Election or appointment of Officers
Social or charitable events
Special Meetings
Child Welfare program(s)
V.A. Hospital, nursing homes, other hospitals
Scholarship fundraisers and/or winners
S.E.C. and N.E.C. Meetings

Appointment of Committees
Induction of new members
Americanism program(s)
Community Service program(s)
Membership drives
Department and National Conventions
Civic programs

Make sure that you get articles to your local newspapers.

Put newspaper articles, date and paper headings, pictures, and acknowledgments, thank you cards, souvenirs, menus, letters, invitations, awards and trophies won, donations, projects, programs, reports, Pledge of Allegiance, Preamble, Code of Ethics, Charter Members, By-Laws, Officers, History of the Auxiliary from beginning, and History of year being judged, in your scrapbook.

Send newspaper articles, dates and paper headings to your Department PRO/Historian.

Send pictures of all your events that your Ladies Auxiliary is doing in all your programs to the Department and National PRO/Historian for their history books.

Set up your scrapbook the way you want to, making sure you have everything you are required to have in it.

Local Auxiliary Scrapbook Criteria

I. Mandatory material (in this order)

- a. Table of Contents 59 Revised 9/1/22 Updated 2024
- b. Name of Department & Local Auxiliary number President's Name PRO/Historian Year
- c. Charter Members
- d. Officers' List (full name and position)
- e. Pledge of Allegiance Preamble (current version) Code of Ethics
- f. Bylaws (up to date with Department Parliamentarian's original signature)
- g. Year-end Local service reports signed by Local Auxiliary Chairperson (electronic signatures accepted); each separately displayed with attachments, if needed

II. Contents

Contents may include awards, trophies, donations, projects, menus, programs, souvenir information or items, reports, newspaper clippings including newspaper name and date, pictures, etc.

III. Judging criteria (100 points)

Conformance (Table of Contents and theme followed closely) 15 points
Presentation (Originality).....30 points
Neatness (Layout/general make-up and internal appearance) 30 points
Merit (Historical Value or Worth) 15 points
Miscellaneous (Menus, Invitations, Thank-you, Ads, Souvenirs, Letters, etc....10 points

IV. Cover/external appearance. Judged separately

Special Notes •

- The Scrapbook should contain material for the current year.
- Letters of recognition for community services or other letters of appreciation from civic and like organizations will be considered as historical data.
- Pick any theme you like for your scrapbook BUT remember to carry this theme throughout your book.

Department Awards

- *Plaque for the Most Outstanding Scrapbook*
- *PDP Edith Mills Award* – Most Outstanding Individual PRO

National Awards

- PNP Anne E. Hall Award – Most Outstanding Local Scrapbook
- PNP Barbara Hinsley Award – Most Unique Cover of a Local Auxiliary Scrapbook

***THE FOLLOWING PRO/HISTORIAN AWARD FORM
IS LOCATED IN THE AWARDS SECTION IN THE
BACK OF THIS GUIDEBOOK***

PDP Edith Mills PRO/Historian of the Year Award



SERGEANT-AT-ARMS

Sergeant-at-Arms is the custodian of the Colors. You are responsible for them at all Meetings and Ceremonies where they are used. All Meetings where the large flags are used, you will appoint two (2) Color Bearers to assist you in posting the Colors properly. You shall post the Colors at every Meeting and lead the group in the Pledge of Allegiance to the Flag.

1. See that the Meeting room is in order, with tables and chairs for all members and guests.
2. Keeper of the door during the Meetings and deliver messages.
3. Responsible for escorting guests to the rostrum and introducing new members to the membership.
4. Distribute all Bulletins to the various Officers. During an election, you shall distribute and collect all ballots and report the results to the President.
5. Help the President maintain order during Meetings and perform any other duty the President may assign.
6. Consult the AMVETS Ladies Auxiliary National and Department of Ohio Guidebooks for duties during AMVETS Ladies Auxiliary Ceremonies. Also reference Ceremonies & Rituals in this Guidebook.
7. Study Flag Etiquette as prescribed in the AMVETS Ladies Auxiliary National and Department of Ohio Guidebook and promote the proper respect to the Flag at all times.
8. Remind Ladies Auxiliary members about the correct way to wear their uniforms. The hat should have two fingers between the eyebrow and the hat. Only pins that are earned (presented to member for membership or a service performed) can be worn on the hat. Pearl earrings and single strand pearl necklace or Auxiliary necklace and earrings are approved to be worn with the uniform.
10. Reports:
 - Sgt-at-Arms must send reports to the Department Sgt-at-Arms as specified:
 - 1st Report – Mid-Year postmarked by November 1.
 - 2nd Report – Annual postmarked by May 1.

Procedure for Posting Colors

1. On command of the President to “Post Colors,” the Sgt-at-Arms will come forward to the rostrum, open the Bible, then turn and face the Color Bearers and command – “Color Bearers, attention, forward march.” Color Bearers will then advance the Colors, being sure that the American Flag is on the marching right.
2. When they arrive at the front, the Sgt.-at-Arms says – “Post Colors.” The American Flag will then pass in front of the Banner, to the right side of the President. The Banner will pass to the left and they are both placed in the stands. Bearers then step back one pace and salute the Flag.
3. The Sgt-at-Arms will then lead the group in the Pledge of Allegiance.
4. The Sgt-at-Arms will then command – “Color Bearers, about face, forward march.” Sgt-at-Arms will make an about face and lead the Bearers to the rear of the room.

Procedure for Retiring the Colors

1. President command – “Retire Colors.”
2. Sgt-at-Arms comes forward, closes the Bible, faces the Bearers by making an about face, and command – “Color Bearers, attention, forward march.”
3. When they arrive at the front of the room, you commands – “Retire Colors.”
4. Color Bearers remove Flags from stands, step back one pace. Sgt-at-Arms then commands – “Right and left face, forward march.”
5. Sgt-at-Arms makes an about face and leads them to the rear of the room.

Procedure for Escorting Guests

1. Sgt-at-Arms stands on the right of the person she is escorting or assisting.
2. If a woman guest, Sgt-at-Arms offers her left arm. If a man, she places her left hand under his right elbow and assists them to the rostrum.

Procedure for Introducing New Members

1. When a new member is sworn in, the Sgt-at-Arms stands with her and after the oath is taken, presents her to the members present, saying – “Fellow members of Ladies Auxiliary No ____, this is Miss or Mrs. _____, our new member. May this be the beginning of a fine friendship.”
2. You then escort the member to a seat.

***THE FOLLOWING SERGEANT-AT-ARMS FORM
IS LOCATED IN THE FORMS SECTION IN THE
BACK OF THIS GUIDEBOOK***

AMVETS Ladies Auxiliary Department of Ohio Sergeant-At-Arms Report



OFFICIAL UNIFORM

AMVETS Ladies Auxiliary recognizes the official uniform as an A-line forest green dress, an A-line forest green skirt or tailored forest green slacks. Dress to have a jewel (round) neckline. White or gold jewel (round) neckline blouse or shell may be worn with either the skirt or slacks. The dress and skirt shall be no shorter than 2 inches above the knee, and no longer than 4 inches below the knee. Officers shall wear a white blazer with large Auxiliary patch on left breast, black or white shoes closed heel and toe shoes and black or white handbag to match shoe choice, white gloves, and official Ladies Auxiliary hat. Pearl earrings and single strand pearl necklace or Auxiliary necklace and earrings are approved to be worn with the uniform. White shoes and white handbag may be used from Easter until Labor Day.

No pins may be placed on the delegate badge other than their Department pin. Pin to be placed in the upper right-hand corner away from printing on badges or delegate eligibility to vote. In addition to the American Flag lapel pin, the only other pins worn on the white blazer are those that are earned and the current Department pin.

Members who are also AMVET Riders may wear black slacks and red shirts on the Auxiliary floor; no vest nor beret to be worn.

OFFICIAL HAT

Auxiliary hats are obtained on order forms provided by AMVETS National Quartermaster and members are asked to observe all information therein. If a member is wearing their Official hat, it is appropriate to wear the hat representing the highest office held throughout the course of their Auxiliary membership. Only pins that are earned (presented to a member for membership or a service performed) can be worn on hats.

Hat colors are:

For members and Local Officers.....Forest green with gold braid and gold letters

For Department OfficersWhite with green braid and green letters

For National OfficersWhite with gold braid and gold letters

The following specifications have been established for Auxiliary hats.

For Members and Local Officers' Hats

Left sideEmblem and name of Department

FrontAuxiliary number (no lettering)

Right sideOffice one inch below the braid

The year ½-inch below the office

For Department Officers' Hats:

Left sideEmblem and name of Department

Right side Office 1-inch below the braid

The year ½-inch below the office

For National Officers' Hats:

Left sideEmblem (no lettering)

Right sideOffice 1-inch below the braid

The year ½-inch below the office



SECRETARY

In the event the President and Vice Presidents are not present to preside at a Meeting, you as Secretary shall open the Meeting and call for the election of a President *pro-tem*.

Minutes

It is your responsibility to record accurately the Minutes of each Meeting. The following items are required: date, type of Meeting (Regular, Special, Executive, etc.), place of Meeting, Presiding Officers and guests present, reports of Officers, old business, new business, payment of bills and announcements. The reading of the Previous Meeting Minutes is always required and if corrected, the corrections should be listed in the Minutes. **NEVER READ FROM YOUR NOTES!** Minutes should always be in proper written form. When your Minutes are approved, they should be signed and dated.

Bulletins – Department/National

The mailings from Department and National Organizations which are sent to you should be retained on file. Your President distributes her copy. If possible, Bulletins should be read in their entirety, if not, highlights should be given by the respective Local Officers. The Department and National Officers give a lot of time and thought to their Bulletins to aid you in your office. Please take the time to read them thoroughly.

Revalidation Form (Annual Local Officers Notification)

The Revalidation Form is a notification of your Officers each year. Please be sure names, addresses (complete with correct zip codes), phone numbers, e-mail addresses, and ID numbers are included. Also, be sure to include the day, date and time of your Regular Meetings. Please follow instructions carefully. It is required that two (2) completed copies are mailed to the Department Secretary within ten (10) days after your Installation of Officers which must be prior to the June 1st deadline. Retain One (1) copy for your files, PLEASE WRITE, PRINT CLEARLY, OR TYPE THIS FORM. This will ensure that all your incoming correspondence will be correctly addressed. A copy of your IRS form 990 and acceptance letter must accompany the Revalidation Form.

Block #2 – Recipient of Official Mail

The Local Auxiliary Officer listed to receive official mail is responsible for disseminating information provided by full mailing to the appropriate officers of the Local Auxiliary and general membership. She is the only Local Auxiliary member who receives this information. It cannot be stressed enough how important it is that the person chosen as the recipient of official mail knows their responsibility as an information officer. Many Local Auxiliaries designate their Local Secretary to receive all communications.

Block #3 – Officers

Make an attempt to fill all Offices listed with responsible members. Offices marked with an * must be filled to complete National requirements of revalidation.

AUXILIARIES THAT HAVE NOT COMPLETED A NEW REVALIDATION FORM, ATTACHED A COPY OF THEIR 990 FORM AND ACCEPTANCE LETTER SHOWING THEY HAVE FILED WITH THE IRS, AND MAILED THESE DOCUMENTS TO DEPARTMENT HEADQUARTERS BY JUNE 1 WILL NOT BE CONSIDERED IN GOOD STANDING AND WILL NOT BE SEATED AT JUNE CONVENTION AS ANYTHING BUT A GUEST AND WILL NOT RECEIVE THEIR PRE-PRINTED MEMBERSHIP CARDS UNTIL THEY HAVE COMPLIED.

Monies and Donations

All funds should be turned in to you, recorded and then turned over to the Treasurer. This is also true of bills. In some Ladies Auxiliaries you will receive checks written and then forward them to proper person. However, in most Ladies Auxiliaries, it is the Treasurer's responsibility to handle the payment and sending of all funds.

Dues and Remittance Forms

The majority of the Local Auxiliaries have their First Vice President and Treasurer handle their membership and the monies involved. However, the Secretary should receive and record for her Minutes all monies and total membership turned in at Meetings.

Work closely with all Officers, especially the President. If your Ladies Auxiliary requires, see that the President gets her copy of the Minutes within one week of the Meeting. Keep your files current. Correspondence and letters approved at a Meeting should be sent out right after the Meeting.



TREASURER

The Treasurer is responsible for receiving, banking, disbursing and accounting for all your Auxiliary funds. All Auxiliary funds should be kept in a bank account. ***Two signatures are required***, the President, Treasurer, and in case of an emergency, the First Vice President shall also be on the bank signature card for check signatures. Treasurer and one other Auxiliary Officer (usually the President) sign and countersign all Ladies Auxiliary checks.

Accounting System

Occasionally, an Auxiliary member is elected to the Office of Treasurer who has had no bookkeeping or accounting experience. Thus, an accounting system must be devised to enable anyone to keep a set of books for her Auxiliary with a minimum of bookkeeping experience and time and effort. This system is known as "single entry bookkeeping."

Each and every transaction **MUST** be entered. Use an income or distribution voucher to authorize every transaction.

To sum up the transactions of the month, there may be several income or disbursement vouchers. On one ledger sheet, there would appear all the income and expense items for the month, the opening balance that was carried forward from the preceding month and the closing balance for the month that represents the amount of money in the bank as of the end of each month. This closing balance will be carried forward to the ledger sheet for the next month.

Auditing

Prior to the Annual Meeting, the Treasurer's books should be audited by three (3) Auxiliary members. Sometimes the Treasurer has to remind the President to appoint this three-member Committee before the fiscal year ends on May 1.

990 Form

All Auxiliaries ***MUST*** complete the 990 Section of the Revalidation Form and have filed a Form 990 with the IRS in order to be considered in good standing. Make sure a copy of your IRS Form 990 and acceptance letter is attached with your Revalidation Form and sent to Department Headquarters by June 1.

Make sure that accurate records are kept and maintained on file and that complete financial reports are given at all Meetings.

If you have any questions or difficulties, please contact the Department Treasurer.

SAMPLE AUDIT REPORT

AMVETS Post #00 Ladies Auxiliary
Audit Report
June 30, (year)

Balance brought forward after last Audit – June 30 (year) \$ 250.00

Total Receipts since last Audit

Dues collected (100 @ \$10.00)	\$1,000.00
W/N Sales	\$ 900.00
Raffles	\$ 300.00
Others	\$ 525.00

TOTAL RECEIPTS \$2,725.00

TOTAL CASH AVAILABLE \$2,975.00

Total Disbursements Since Last Audit

Dues Remittance (100 @ \$8.60)	\$860.00
W/N Sales	\$700.00
John Tracy Clinic	\$200.00
Department Donations	\$100.00
Community Donations	\$400.00
Officers' Supplies	\$125.00
Installation Supplies	\$ 25.00
Miscellaneous	\$ 65.00

TOTAL DISBURSEMENTS \$2,475.00

Balance June 30 (year) \$ 500.00

Check Book Balance (ck #751) \$500.00

Audit Committee: _____

DATE: _____



PARLIAMENTARIAN

The Local Parliamentarian is appointed by the President, with the approval of the Executive Board. She shall be a Past President or an individual knowledgeable of your Auxiliary's Standing Rules and the *Ohio Uniform Department, District. Local By-Laws* and Standing Rules, as well as the National Constitution and By-Laws. She shall be responsible for the following:

- Advise the President, Officers and Chairpersons of all Committees on matters of legal significance.
- Interpret the National Constitution and By-Laws, Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules as they pertain to the Local Auxiliary.
- Serve as Chairperson of the Standing Rules Committee.
- Serve as *ex officio* member of the Appeals Board.

Parliamentary Procedure

Some of us have never been a member of any organization similar to this and are hesitant to speak up at Meetings because we do not know what procedure to follow. AMVETS Ladies Auxiliary has compiled this list to acquaint you with our way of conducting business. We hope that it will enable you to become an active and interested participant in our organization.

At every business session of your Auxiliary, every member is expected to come to order and remain attentive and silent when the President opens the Meeting. When the Pledge is given, stand at attention, facing the Flag, place your right hand over your heart, left at your side, and give the Pledge.

All business requiring the decision of the group is brought before the membership by the making of Motions. To make a motion you rise (or raise your hand). The President (or Presiding Officer) recognizes you, and you proceed thus, "I move that _." The Motion must then be seconded. The person wishing to second a Motion rise (or raises her hand) is recognized, and states, "I second the Motion."

Discussion either for or against the Motion should then take place. Usually, the person making the Motion is recognized first to speak for her Motion. When there is 0 discussion, a vote is taken. The President will state, "All in favor of the Motion – say aye" (or sometimes ask for a show of hands). "All opposed, say no." She then announces as to whether the Motion is carried or defeated.

Should you be opposed to a Motion do not hesitate to state your reasons to the body. It is for the good of the Ladies Auxiliary to have BOTH sides of a question brought out so the issue can be weighed intelligently before a vote is taken. Do not hesitate to vote in accordance with your convictions. Never feel you have to vote with the majority.

During the business session no one has the right to speak unless first recognized by the Chair (President). Once permission to speak has been granted the speaker must stay on the subject for which she has been given permission to speak. When there is no order to a Meeting, when everyone is talking at once and to each other, nothing is accomplished, and the Meeting drags on and on and utter confusion prevails. Should this happen it is your duty to advise the President to rap her gavel and bring the Meeting to order. Being human, we find there are many likes and dislikes among us. However, we should never permit our personal feelings to enter into our business sessions. We must act in an adult manner and always for the good of the organization.

If during any Meeting if you wish to ask a question about the subject under discussion, rise, be recognized and state, "Point of Information." When you are granted permission, ask your question.

At the close of the Meeting, rise when the President calls for the Closing Prayer.

There are times when a distinguished guest may be present at a meeting. When he or she is introduced and/or escorted to the rostrum, the President will rap her gavel three times. This is the signal for everyone to rise. She will then nod or rap her gavel once as a signal for everyone to be seated.

Always address the President as "Madam President" or if another Officer is chairing the meeting "Madam Chairman." Never address another member personally during a Meeting. All remarks are made by the Presiding Officer.

Always keep in mind the AMVETS is our parent organization, and the Auxiliary never dictates to the Post. They may request the Ladies Auxiliary's assistance in their programs, etc. When the Post does request the Ladies Auxiliary's help, it is usually best to be done willingly and cheerfully.

Listed below are some of the common terms used in AMVETS Ladies Auxiliary:

Auxiliary: The Chair	Presiding Officer
On the Floor	A Motion has been made, seconded and is the only subject under discussion
Has the Floor	A particular person has the Chair's permission to speak until she is finished
Point of Order	When a member believes the speaker is out of order, she may rise, and without waiting to be recognized, state, "Point of Order." The Chair will then stop the speaker and ask what the reason is. This is stated and if the Chair agrees, will correct the speaker. If not, the Chair will permit the speaker to go on
Postpone or Table a Motion	Action on the Motion on the floor is voted to be acted on at a later date or time
Agenda	The order in which the business is to be transacted
Standing Committees	Membership, Child Welfare, Community Service, Hospital, Americanism, Scholarship, Ways and Means, and/or Appeals.
The Body	The members present at any Meeting.
Annual Meeting	The Yearly Meeting at which new Officers are elected. Local Auxiliary Standing Rules are amended and yearly reports of all Officers are given
The Rostrum	The desk or platform from which the Presiding Officers conduct the Meeting. There are usually 2 or 3 other Officers at the rostrum
By-Laws	The rules which govern the deliberations of the Local Auxiliary

DISCIPLINARY PROCEDURE

SECTION 1

Any member of AMVETS Ladies Auxiliary may prefer charges against any other Auxiliary member alleging any of the foregoing causes for suspension or expulsion. A proper hearing protects any member of AMVETS Ladies Auxiliary, who determines that her constitutional rights as a member have been violated by any other Auxiliary member.

Members may be suspended or expelled for any of the following reasons.

- A. Failure to comply with any obligation imposed on members under the National Constitution, Department and Local By-Laws.
- B. Any violation of the law that reflects unfavorably on the name AMVETS or AMVETS Ladies Auxiliary.
- C. Any other conduct unbecoming an AMVETS Ladies Auxiliary member as defined in the Code of Ethics.
- C. Ineligibility for membership at time of acceptance into membership.
- D. Procurement of membership by fraud or deception.
A member may be expelled upon proper showing of cause. Written charges may be based on neglect of duty, misappropriation of AMVETS Ladies Auxiliary funds or disregard for the provisions of the National Constitution, Department or Local Bylaws.
- E. No person who is a member of, or who advocates the principles, of any organization believing in, or working for the overthrow of the United States Government by force, and no person who refused to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.
- F. Charges cannot be filed on any level based on hearsay nor personality conflicts.

Section 2

The following Grievance Procedure shall be followed on both the Department and Local levels.

- A. All charges and specifications shall be filed in writing and clearly state any violations of Article XII, Section 1 including specific examples of conduct unbecoming, or specific examples where the member violated the Constitution or Bylaws no later than 30 days of occurrence/discovery with the President of the Local or Department Auxiliary to which the member complained about belongs or if said member is a Member at Large shall file with the National President. If the charges are against a President, then the letter should be sent to the First Vice President. Subsequently, if the President and First Vice President have charges filed against them then letters should follow the proper chain of command.
- B. On receipt of such charges and specifications, said President shall, within seven days, send a copy of these charges to all parties involved along with a copy of the Discipline procedure by certified mail together with a notice fixing a date, place, and time of hearing to be held within 30 days after said date of mailing. This letter should also counsel and the right to appeal also including the specific examples of all charges. The member complained about shall respond to the President that she will be in attendance at that meeting. If she is unable to attend that meeting due to a conflict, the President shall attempt to reschedule the meeting to a mutually agreeable date. If no such date can be reached, the original date of the meeting shall stand.

If an accused refuses to attend the grievance hearing, her request for an appeal should not be allowed.

- C. The President shall appoint three members to serve on the Grievance Committee, one of which shall be designated as Chairperson. The Chairperson shall appoint a Secretary from the members of the Committee, to take minutes of all proceedings. The Parliamentarian shall be an ex-officio member to this committee.
- D. No member against whom charges have been preferred or who has brought charges against another member shall sit in judgment on any board hearing or be involved in the decision. If the accused or the accusers are members of the Grievance Committee, they shall be replaced by poll vote of the Executive Committee.
- E. The accuser and the accused shall be under oath.
- F. Each party is advised that all information and testimony shall be in strict confidence and shall not be discussed outside the Grievance hearing.
- G. At the hearing, the member complained about shall have the right to be represented by counsel.
- H. All parties involved and their witnesses shall first be heard separately.
- I. Then the Accused shall have the right to question her accuser(s) and witnesses presented against her.
- J. All parties shall remain available to the committee until a decision has been reached.
- K. The Chairperson of the Grievance Committee shall decide all questions to relevancy of evidence and the regularity of the proceeding.
- L. Every effort shall be made to reach an agreement and to resolve the differences and complaints of the parties involved. Expulsion of membership should not be taken lightly. Expulsion should be considered based on the severity of the charges. Every effort should be made to impose a less restrictive punishment.
- M. At the conclusion of the hearing, in a closed hearing of the Grievance Committee a vote shall be taken to determine whether there is a basis for the charge(s).
- N. If it is determined there is no basis for the charges; the charges will be dismissed. If the charges are not dismissed then a vote shall be taken on the guilt or innocence of each charge and each of the specifications.
- O. A two-thirds vote of the members of the Grievance Committee hearing the charges and specifications shall be required to sustain any charge(s) or specification.
- P. The voting may be secret or open.
- Q. The Grievance Committee at the hearing shall then determine the degree of punishment and whether there shall be a suspension from the benefits of membership and if so, for how long, or an expulsion from membership. Any discussion of grievances, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Grievance meeting will not be discussed outside the Grievance Hearing.
- R. Any member whose membership is suspended or forfeited may appeal to the next highest level (Local Auxiliary to the Department Appeals Board).
- S. On the Local Level a written document of the results will be sent by the Grievance Committee Chairperson to all the members of the committee, along with the accused and Local Auxiliary and a copy sent to the Department within 30 days.

On the Department Level a written document of the results will be sent by the Grievance Committee Chairperson to all the members of the committee, the Department, and a copy to National within 30 days.

- T. The member has the right to appeal in writing to the next level. (see Appeals Process Section 3).
- U. After the Grievance Procedure is completed; all records shall be sealed and kept on file with the President for a period of three years and then destroyed unless legal action is pending then records should not be destroyed until legal action is finalized. The Appeals Board must be provided with all relevant materials pertaining to the charges filed and the decision rendered by the Grievance Committee.

- V. If the meeting is taped, the Grievance Chair is the only one to tape the proceeding. The one recording is to be retained in the official file unless the decision is appealed, then the tape shall be turned over to the Appeals Board.
- W. The decision of the Grievance Committee stands until a member files an appeal and the appeals hearing is held.

Section 3. Rights of Appeal

When a member of AMVETS Ladies Auxiliary determines that another member of AMVETS Ladies Auxiliary has violated her constitutional rights, as a member, she has the right to appeal and a proper hearing shall protect her.

If the Department has violated the rights of a member or the Auxiliary then the charges shall be in writing, signed and filed with the Department President. The Department President then shall, within thirty (30) days, initiate the Department's Appeals process.

Departments in preparing a hearing of the Department Appeals Board shall do as follows:

When properly executed action has been taken by the Local Grievance Committee and a decision rendered to the Local Executive Board, said decision may be appealed by either party to the Department President.

The Local Executive Board or member desiring to exercise their right of appeal shall present a written and signed full explained complaint to the Department President within thirty (30) days following the decision of the Local Grievance Committee, as presented to the Local Executive Board.

Appeals and Grievance Documents, including tapes, if recorded, from the Local Grievance Committee must reach the Department President postmarked or hand-delivered and shall direct the Appeals Chair to arrange and conduct a meeting within 30 days, with written notices to be received by all parties involved. The member complained about shall respond to the President that she will be in attendance at that meeting. If she is unable to attend that meeting due to a conflict, the President shall attempt to reschedule the meeting to a mutual agreeable date. If no such date can be reached, the original date of the meeting shall stand.

The Department President shall appoint three (3) members to serve on the Appeals Board, one (1) of which shall be designated as Chairperson. The Chairperson shall appoint a Secretary from the members of the Board to take minutes of all proceedings. The Parliamentarian shall be ex-officio member of this Board.

The Department President shall refer the written and signed complaint (which shall include complete details, names, and addresses of all witness) to the Chairperson of the Department Appeals Board. A properly assigned meeting room shall be preferred so that a dignified and impersonal hearing may be conducted.

Any witnesses stated in the complaint shall be so notified that their testimony may be given; and to make themselves available to meet with the Appeals Board, upon request, at the site of the meeting.

If, after notice has been duly served, either party involved is not present at the time and place of the hearing, the Appeals Board shall conduct the hearing to a final conclusion.

All parties involved and their witnesses shall be heard separately, the accused shall have the right to question her accuser(s) and witnesses presented against her.

At the hearing, the member complained about shall have the right to be represented by Counsel.

The accuser and the accused shall be under oath.

The Appeals Board shall make every effort to reach an agreement to resolve the difference and complaints of the parties. Each party is advised that all information and testimony shall be held in strict confidence and shall not be discussed outside the Appeals hearing. Any discussion of grievances, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Appeals Hearing or previous Grievance meeting will not be discussed outside the Appeals Hearing. The meeting may be taped by the Appeals Board Chairperson only.

The Appeals Board shall report their final determination to the Executive Board chaired by the Department President.

The Department President shall forward the final decision of the Appeals Board, by certified letter, to the Auxiliary member or Local Executive Board originating the appeal, within ten (10) days following the meeting. The Department President and the Appeal Board Chairperson shall retain copies.

The Department Appeals Board, only upon orders of the Department President, may open the records. All records of the Appeals hearing shall be sealed and filed with the Department President and kept for a period of three (3) years at which time they are to be destroyed.

In the event new evidence, not previously heard by the Department's Appeal Board, is submitted, a new hearing may be granted, and the appeal must be filed within sixty (60) days with the Department President.

In the event the Executive Board grants an appeal, the above procedure shall be followed, and the decision of the appeal shall be final, and no further action may be taken. The decision of the Appeals Committee can overturn/confirm the decision of the Grievance Committee.

If the member or Auxiliary wishes to appeal the Department's decision on the alleged violation of their rights on the Department level, then the member or Auxiliary may appeal, within twenty (20) days, in writing clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National President. The National President shall initiate the National Appeals Procedure.

The National President shall forward all information to the National Parliamentarian. The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail, or electronically. The Appeals Committee consisting of the National First Vice President, National Second Vice President, and Immediate Past National President (IPNP) will review all National Appeal requests to determine if proper procedure had been followed.

The National Appeals Committee will review all National Appeals requests to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals meeting. The decision resulting from the National Appeals procedure shall be binding and final.

DEPARTMENT LEVEL

If the Department has violated the rights of a member or Auxiliary then the charges shall be in writing, signed and filed with the Department President. The Department President then shall, within fifteen (15) days, initiate the Department's Appeals process. If the member or Auxiliary wishes to appeal the

Department's decision on the alleged violation of their rights on the Department level, then the member or Auxiliary may appeal, within twenty (20) days, in writing clearly stating where the Department has violated the rights of the member as outlined in Article XII and signed, to the National President. The National President shall then initiate the National Appeals procedure. The National Appeals Committee will review all National Appeals request to determine if proper procedure had been followed. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals meeting. The decision resulting from the National Appeals procedure shall be binding and final.

NATIONAL LEVEL

If a Department, Auxiliary or a member determines that their rights have been violated on the National level then charges shall be, in writing and signed, and filed with the National President. The National President shall initiate the Appeals procedure. The Appeals Committee consisting of the National First Vice President, National Second Vice President and IPNP will review all National Appeal requests to determine if proper procedures have been followed. The National Parliamentarian will send copies of all correspondence to the Appeals Committee either by mail or electronically. The Appeals Committee will review all documentation and determine if there is a need for an Appeals Committee. The National President shall forward all information to the National Parliamentarian. The National Parliamentarian will send the decision to the National President, who will then notify all members of the decision of the National Appeals Committee with explanation of the reason for their decision. If the procedures are found to be in question, the Appeals Committee will set a date and time for the Appeals Meeting, to be held at the Spring N.E.C. Meeting or National Convention. The decision resulting from this Appeals procedure may be appealed at the next Executive Committee meeting. The decision of the National Executive Committee shall be binding and final. Specific charges cannot be re-filed on any level. Any discussion of grievance, local problems, or claims concerning an individual with respect to her personal interests pertaining to the Appeals Hearing or previous grievance meeting will not be discussed outside the Appeals Hearing and will not be permitted in the N.E.C. Meeting or Convention floor.

The National Parliamentarian shall send either by mail or electronically results of the Appeals Committee to the National President.

The National President shall send a certified letter to the accused and the Department President of the decision of the National Appeals Committee, within thirty (30) days.

The seriousness and possible legal ramifications of the above should at all times be considered. The constitutional rights and responsibilities of membership shall always be the first priority. Personality conflicts and problems are not an issue for infringing on the members constitutional rights. Problems from the Post Clubroom are under the jurisdiction of AMVETS or licensing laws and shall be handled by AMVETS. Violations of the canteen rules are disciplined by AMVETS. More serious infractions such as conduct unbecoming an auxiliary member are handled through the Auxiliary Discipline procedure.

Trusteeship

The Department Executive Board, after notification from the Department President and Department Parliamentarian, along with written documentation justifying the reason for Trusteeship, may suspend or revoke the charter or place under Trusteeship a Local Auxiliary for good and sufficient cause or based on information obtained through Grievance and Appeals process and notify the National President and National Parliamentarian.

For good and sufficient reasons, the Department President with the approval of the Department Executive Board may designate a trusteeship of a Local Auxiliary. This is to help with the operations and

help solve problems, by overseeing the actions within the Local Auxiliary. Copies of any action shall be provided to the National President and National Parliamentarian.

The Department Parliamentarian shall prescribe specific outcomes to be achieved by the Local Auxiliary which are clear, specific, and measurable. The Trusteeship should be reviewed by the Department Executive Board at an SEC meeting and Department Convention.

The National Executive Board, after written notice and hearing before a Committee, which includes the NEC and Dept. President may cancel, suspend, or revoke the Charter of any Department for good and sufficient cause. The National Parliamentarian shall prescribe procedures for any such action. In the event of the suspension or revocation of the Charter of any Department, the suspended body shall have the right to appeal to the next National Convention.

For good and sufficient reasons, the National President with the approval of the National Executive Board may designate Trusteeship of a Department and/or a Local Auxiliary. This is to help with the operation and help solve problems, by overseeing the actions within the Department.

The National Parliamentarian shall prescribe specific outcomes to be achieved by the Department and/or Local Auxiliary which are clear, specific, and measurable. The Trusteeship should be reviewed by the National Executive Board at the spring NEC or National Convention.



***DEPARTMENT FALL AND MID-WINTER CONFERENCES
AND DEPARTMENT CONVENTION CHAIRPERSON
(For Information Purposes Only)***

- Credential reports for Fall and Mid-Winter Conferences and Department Convention are the tally of those who have pre-registered, as well as those members and/or guests registering on site. Saturday morning and those who registered on Sunday morning. The Chairperson will decide a cut-off time to prepare her report to be given per the President's Agenda on Saturday afternoon.
- The President can request two (2) separate reports on Saturday, if she deems it necessary.
- A final report is given following the close of the registration desk Sunday morning.
- A financial report is prepared by the Chairperson, subtracting Conference expenses. The balance is our profit, which is turned over to the Executive Secretary who will give the Chairperson a receipt. The finance report will be given by the Chairperson on Sunday, after the final credentials report.
- Local Ladies Auxiliaries are encouraged to bring either Twenty-Five Dollar (\$25.00) gifts or small but nice gifts for the Ways and Means and Early Bird Raffles.
- Please remember to put your Auxiliary name and number on your gift. The Delegates would like to know where the gifts are coming from. The Department greatly appreciates each and every gift donated by the Local Ladies Auxiliaries.



WAYS AND MEANS CHAIRPERSON

The function of the Ways and Means Chairperson is to suggest ways to raise funds to support the various projects of your Auxiliary and also raise funds to financially support Delegates to Fall and Mid-Winter Conferences, and Department and National Conventions. It is most important that your Auxiliary be represented at these Meetings to vote, ask questions, and to keep informed.

Fundraisers

Dinners

Raffles

Rummage Sales

Cake Sales

Pancake Breakfast

Arts & Craft Sales

Auctions of Donated Items

If Post facilities are to be used, ask for prior permission of the Commander and Executive Board. See AMVETS Ladies Auxiliary Rules for Public Fundraising stated in the National Ladies Auxiliary By-Laws.

AMVETS White Clover/Pearl Sales

Ask permission of your Post Commander and Executive Board to sell White Clovers and Pearls. If permission is granted, appoint a Committee to plan and help with the sales. All monies from the sale of White Clovers are to be used for service projects – ONLY. Order White Clovers from the National AMVETS Quartermaster, P.O. Box 211, Lakeview, Ohio 43331. Phone number is: 937-633-0356. Fax number is 937-938-0357. E-Mail address: www.AMVETSnationalquartermaster.com.

Ask your Auxiliary to donate a gift to be raffled at Department Meetings (Fall and Mid-Winter Conferences and Department Convention). This helps offset the Department's expenses. It is also encouraged that each Local Ladies Auxiliary donate three (3) small items for door prizes to be drawn at the close of the Conferences/Convention.



GAVELIERS

AMVETS Ladies Auxiliary "Gaveliers" is a subordinate organization of AMVETS Ladies Auxiliary. On the Department level, membership is limited to Past Department Presidents only.

In the Department of Ohio, Gaveliers act in the capacity of an Advisory Board to the President. They are also there to answer any questions a member may have.

Gaveliers may be formed on all levels. Information can be found in the National AMVETS Ladies Auxiliary By-Laws and Service Report Guidelines.

The Gaveliers Award is presented at the Commander and President's Banquet at Department Convention. This award is presented to the "Most Outstanding Ladies Auxiliary of the Year." Information for this award is derived from the reports submitted to the Service Officers.

The liaison between the AMVETS Ladies Auxiliary and the Gaveliers is known as the "Greenest." She is the Immediate Past President.

GAVELIERS' AWARD

This award is presented to the Auxiliary of the Year.

(This Award is presented at the Banquet on Saturday Night of Department Convention.)



SACKETTES

Officers:

Snappiest	President
Snappier	Vice President
Savingest	Treasurer
Stubbornest	Sgt-at-Arms
Hustler	Ways and Means
Scribbling	Secretary
Serious	Chaplain
Scrappiest	PRO/Historian
Solicitress	Parliamentarian

A Sackettes Meeting is called a "Fracas."

APPLICATION FOR SACKETTE MEMBERSHIP

I would like to join Sackettes, Fun and Honor Organization of the AMVETS Ladies Auxiliary. I have studied the points needed and feel I qualify. My points are listed below and their authenticity is certified by the Secretary or President of my Local Auxiliary.

Qualifying Points: _____

Member's Name

Member's ID Number

Address

Phone Number

President/Secretary Signature

Auxiliary Number and State

Member's Signature: _____ Date: _____

Sackette Unit Number _____

Sackette Address: _____

Sackettes shall be the official fun and honor group of the AMVETS Ladies Auxiliary.

Sackettes shall be limited to members of AMVETS Ladies Auxiliary for the purpose of giving recognition to said members for their meritorious service contributed to AMVETS Ladies Auxiliary.

A Sackette must be a member of AMVETS Ladies Auxiliary in good standing and a member for at least one (1) year of an Auxiliary that has been organized for at least two (2) years. She must attend at least one-half of the Regular Meetings of the Auxiliary, unless excused for reasonable cause and has accumulated 50 points.

Qualifying Points:

Past & Present National or State Officer or Service Chairperson	25 pts./yr.
Local Officer or Service Chairperson	15 pts./yr.
District Officer or Service Chairperson	10 pts./yr.
Each visit to Hospital/Nursing Home	5 pts./yr.
Attending State or National Convention	10 pts./yr.
Attending District Meetings	5 pts./yr.
Serving on a General Committee	5 pts./yr.
Each AMVET or Auxiliary member signed	5 pts./yr.

Sackette Organization

Departments

- Departments may be formed when two (2) units have been organized within the Department.
- Departments should hold at least three (3) Fracases (Meetings) per year with one (1) being at their Department Convention.

Local Units

- There shall be only one (1) Sackette Unit in each Local AMVETS Ladies Auxiliary, but members of more than one (1) Auxiliary may form a Unit.
- When a Unit is formed from more than one (1), the minimum membership shall not be less than ten (10).
- After the Unit has been in existence for one (1) year, there must be ten (10) members to maintain the Charter.
- Local Units shall hold at least three (3) Fracases (Meetings) each year.

Uniform

- The uniform may be worn only at SACKETTE functions: Department or National Fracases or parades. Uniforms shall be made from suitable material. Uniform is Sackette attire, (shirt or Unit shirt).

**THE FOLLOWING SACKETTE'S NURSING SCHOLARSHIP AWARD FORM
IS LOCATED IN THE SCHOLARSHIP APPLICATION SECTION
IN THE BACK OF THIS GUIDEBOOK**

Sackette's Nursing Scholarship Application



REPORTING & GUIDELINES

The volunteer work that is done in our Five (5) Service Programs by Life, Annual and Honorary Members of AMVETS Auxiliary and by Youth volunteering in the name of AMVETS Ladies Auxiliary is reported.

SERVICE REPORTING

Reporting is important because:

Reporting validates our organization's Charter. It is documented proof that AMVETS Ladies Auxiliary actually fulfills its Aims and Purposes and helps qualify our organization to keep its federal tax exemption.

Reporting provides the opportunity for the members of Local Auxiliaries to pause and review, with pride, the tremendous job they are doing. It gives them the opportunity to see all the projects they have done for the year come together in one picture and to realize that they have made a difference in the lives of our Veterans, children, and in their communities.

Reporting shows that Auxiliaries standing side by side across the Nation do accomplish great things.

Reporting means you belong to an organization that CARES, an organization that SHARES, and an organization that is CONCERNED ABOUT THOSE WHO NEED HELP.

Reporting means belonging to AMVETS Ladies Auxiliary and being proud of it!!!

What is reported?

The volunteer work that is done in our five (5) service programs by Life, Annual and Honorary members of AMVETS Ladies Auxiliary and by the youth volunteering in the name of AMVETS Ladies Auxiliary in these programs. This is goods and services that Auxiliary members give to others who are outside of our organization.

Any service performed for members of AMVETS Ladies Auxiliary in offering material aid to the economically underprivileged and socially maladjusted, provided it has the prior approval of the Auxiliary and is recorded in the Minutes.

The Five (5) Service Programs are:

Child Welfare	This is a program with projects benefiting children only ages 17 and younger . The Worchild Program is reported under Child Welfare.
Community Service	This is a program with projects benefitting adults only or adults and children benefitting from the same project .
Hospital	This is a program with projects for any VA Medical Center, State Veterans Homes or any non-VA hospital, nursing home, convalescent home, or institution providing health care services to those who are physically or mentally ill and which are medically staffed by a nurse and/or doctor to dispense medications.
Americanism	This is a program with projects that promote Positive Americanism, Citizenship, and support People-to-People and SOS (Serve Our Servicemen and Women) Programs.
Scholarship	This is a program with projects that promote scholarships.

Remember that to receive credit for service work, the work must be carried out in the name of AMVETS Ladies Auxiliary and the project(s) must be approved by the members of the Auxiliary at a Regular or Special Meeting and recorded in the Minutes of that Meeting.

Reports are due twice a year. The Mid-Year Report (postmarked by November 1) and the Annual Report (postmarked by May 1). It is the responsibility of the Local Auxiliary Service Officers to make sure these reports reach the Department Service Officers by the deadlines.

If a Local Service Officer is unable to complete her Service Report it then becomes the responsibility of the Local Auxiliary President to see that the Service Report is completed and reaches the Department Service Officer by the deadlines.

The Mid-Year Report covers the work done in the first six (6) months of the reporting period, May 1 to October 31.

The Annual Report covers all the service work done during the entire reporting period, May 1 to April 30.

How is Service Work reported?

*Reporting starts with
THE MEMBER*

*Reporting to
THE LOCAL AUXILIARY SERVICE OFFICER*

*Who sends the Auxiliary's Reports to
THE DEPARTMENT SERVICE OFFICER*

*Who sends the Department's Report to
THE NATIONAL EXECUTIVE COMMITTEE WOMAN*

*Who mails the Department's Reports to
THE NATIONAL SERVICE CHAIRPERSON*

*Who gives the National Report to
Mid-Year National Executive Committee Meeting
and National Convention*

SERVICE REPORT GUIDELINES

Introduction

As a service organization, AMVETS National Ladies Auxiliary encourages all Local Auxiliaries to actively support its established Service Programs, which are: Child Welfare, Community Service, Americanism, Hospital, and Scholarship.

Cash Donation programs are:

- John Tracy Clinic (Child Welfare)
- Paws With A Cause (Community Service)
- Founding Forward (previously Freedoms Foundation) (Americanism)
- Scholarship (Scholarship)
- St. Jude Children's Research Hospital (Hospital)
- James H. Parke Scholarship (VAWS)
- Projects in Ohio chosen by the five (5) Department Service Officers each year

Cash donations are to be sent from the Local Auxiliary to Department and Department forwards the donations to National. Local Auxiliaries are encouraged to report their volunteer service work in order to substantiate that AMVETS Ladies Auxiliary is a volunteer service organization.

Reporting periods are as follows: May 1 to October 31 for the Mid-Year Report. May 1 to April 30 for the Annual Report.

Local Auxiliary Service Report Forms are due to their Department Service Officers postmarked by November 1 for Mid-Year Reports and postmarked by May 1 for Annual Reports.

Department shall report to the National Service Offices through their NEC Women, no later than December 1 and June 1.

Local Ladies Auxiliaries should keep records of all service program activities; recording volunteers by name, number of hours, monies expended, any new or used materials donated, refreshments and miles traveled so that all information will be available when reports are due.

Projects

A PROJECT is any activity performed under the Service Programs listed above. All program activity must receive prior approval at a Regular Meeting of a Local Ladies Auxiliary, be duly passed and recorded in the Auxiliary Minutes and performed in the name of AMVETS Ladies Auxiliary to be recorded on Service Report Forms.

A volunteer cannot come to her Local Auxiliary Meeting and say she has performed a service and claim credit for this service -- she must have had **PRIOR** approval of her Auxiliary.

Projects are to be counted each time a service is performed regardless of how many times the same service is given, i.e. a monthly bingo party at a hospital for twelve (12) months would be counted as twelve (12) PROJECTS, five (5) different parades would be five (5) PROJECTS and canceled stamps, coupons, etc. to four different institutions would be four (4) PROJECTS.

Do not say "Holiday Parties at Jones Institute." This tells the Department Officer nothing. Report: "Sponsored seven (7) holiday parties at a home for the mentally challenged benefiting fifty-two (52) patients."

An Auxiliary **cannot** count cash donations from others on their service reports. They can only count monies made by their Auxiliary from their fundraising.

Do not report, "Collected funds for the March of Dimes. Report: "Six (6) volunteers collected Five Hundred Dollars (\$500.00) for the March of Dimes," etc. Do not use given names in reporting work in any institution, hospital, camp, school, etc. Any service activity performed by members AMVETS Ladies Auxiliary in offering material aid to the economically underprivileged and socially maladjusted may be reported providing it has received PRIOR approval.

Volunteers

Each member or Honorary member working in the name of AMVETS Ladies Auxiliary is a VOLUNTEER. Volunteers are counted ONLY ONCE during the year for each program, regardless of how many projects participated in. Volunteer hours are accumulative and should be recorded under the volunteer's name.

Hours

Volunteer hours are the actual time spent on a project. Hours are computed at Twenty Dollars (\$20.00) per person per hour. **Effective May 1, 2024, hours will increase to \$30.00 per hour.** Do not report hours spent on travel unless the project is a tour. Time spent on travel to and from a VA Medical Center and/or medically staffed Nursing Home shall be counted on the Hospital Service Report Forms.

Hours for professional entertainers are computed at Twenty Dollars (\$20.00) per person, per hour and reported as cash donations.

Any type of sewing and home crafts is reported as volunteer hours and cost of materials.

Hours spent in GENERAL FUND RAISING CANNOT BE REPORTED: The dollar value is reported at the time of expenditure either as a donation, new material, gifts, etc.

Hours spent soliciting for national public fund drives may be reported BUT NOT the monies collected.

Hours spent preparing articles for distribution, shopping, etc. may be reported.

Hours spent compiling bonus points and canceled stamps may be reported.

Coupon evaluation shall be Ten Dollars (\$10.00) for every 100 coupons, with One (1) hour per One Hundred (100) coupons.

VAVS Representatives and Deputies can count their hours and mileage for services performed at VA facilities and attendance at VAVS required meetings on Service Reports.

Hours served in community hospitals or nursing homes are reported under the Hospital Program.

National and Department Officers may credit their hours to the Local Auxiliary when the activity in which they participated involved the duties of the respective office held. A member may credit hours to her Local Auxiliary.

Mileage

Mileage is to be computed at Fifty Cents (\$0.50) per mile, per car, roundtrip. Only the person driving can report mileage. **Effective May 1, 2024, mileage will increase to \$0.65 per mile.**

Refreshments

The value of any refreshments donated in connection with an activity may be reported. The actual cost of any purchased refreshments may be reported.

Home baked goods are to be reported as follows:

- Cakes: \$12.00 each
- Pies: \$15.00
- 24 cupcakes: \$12.00
- Cookies/Brownies/Bars: \$7.50 per dozen
- Sandwiches: \$20.00 per dozen

Meals served in homes are to be reported as follows:

- Breakfast: \$7.50 each
- Lunch: \$15.00 each
- Dinner: \$22.50 each

Cash Donations

A cash donation is any monetary contribution which benefits an activity which reflects the basic programs of AMVETS Ladies Auxiliary (*i.e.*, Child Welfare, John Tracy Center, Day Care Centers, etc).

Cash donations are to be reported as such on the Service Report Form.

New Materials

The full purchase price of homemade items, gifts and any type of prizes, etc. are to be reported, plus time involved.

Blood donations are evaluated at One Hundred Dollars (\$100.00) per pint on the Community Service Form.

Used Materials

Dress Suit	\$52.50	Dress	\$ 10.50
Dress Slacks	\$11.25	Jogging Suit	\$ 15.00
Work Pants/J Jeans	\$ 7.50	Slacks	\$ 10.50
Car/Winter Coat	\$37.50	Blouse/Smocks	\$ 5.25
Snow Suits	\$30.00	Ladies Shoes	\$ 9.00
Sports Jackets	\$22.50	Panties	\$ 0.75
Men's Sweaters	\$ 7.50	Ladies' Sweaters	\$ 7.50
Shirts	\$ 4.50	Shells	\$ 1.50
Men Jerseys/T-Shirts	\$ 3.00	Full Slips	\$ 2.25
Boots	\$10.50	Half Slips	\$ 1.50
Men's Shoes	\$12.00	Gowns/PJ's	\$ 6.00
Raincoats	\$11.25	House Slippers	\$ 3.00
Ties/Belts	\$ 4.50	Bras	\$ 1.25
Caps/Scarves	\$ 4.50	Skirts/Culottes	\$ 6.00
Undershirts	\$ 1.50	Robes	\$ 7.50
Undershorts	\$ 1.50	Coats/Snow Suits	\$ 22.50
Socks	\$ 0.60	Hankies	\$ 0.50

Men's PJs	\$ 6.00
Men's Slippers	\$ 3.75
Men's Robes	\$ 9.00
Men's Joggers	\$10.50
Summer Shorts	\$ 3.75
Gloves	\$ 2.35
Blankets	\$10.50
Pillows	\$ 6.00
Drapes	\$15.00
End Tables	\$30.00
Vacuum	\$45.00
Refrigerator	\$75.00
Color TV	\$75.00
Chest	\$52.50
Floor Lamp	\$22.50
Chair	\$37.50
Bicycle	\$37.50
China Cabinet	\$75.00
Curtains	\$ 9.00
Ladies Jerseys/T-Shirts	\$ 4.50

Bed Jackets	\$ 6.00
Girl's Jackets	\$ 9.00
Ladies Jackets	\$ 9.00
Sweatshirts/pants	\$ 4.50
3 pc. Slacks Suit	\$ 30.00
Purses	\$ 3.00
Bedspreads	\$ 15.00
Sheets	\$ 6.00
Kitchen Table Set	\$127.50
Washing Machine	\$ 75.00
Dryer	\$ 75.00
Stove	\$ 75.00
Bed/mattress/springs	\$112.50
Sofa	\$75.00
Table Lamp	\$12.00
Desk	\$67.50
Radio	\$15.00
Wardrobe	\$52.50
Studio Couch	\$112.50
Steel-toed boots/shoes	\$50.00

Item	Evaluated Cost
Baby and children's clothing	One-half (1/2) retain price
Used greeting cards	\$10.00 per one hundred (100)
Canceled Stamps	\$4.00 per one hundred (100)
Hearing Aides	\$100.00 each
Used Eyeglasses	\$50.00 each
Portion of Eyeglasses	\$10.00
Old Jewelry	\$10.00 per pound when packaged
Bonus Points, etc.	Valued as printed on item
Campbell's Product Labels	\$0.10 per label
Cash Register Receipts	Apply at full value
Pull Tabs	\$5.00 per pound & no other evaluation taken
Paperback Books	One-half (1/2) retail price
Magazines	One-half (1/2) retain price
Frequent Flyer Miles	\$0.05 per mile
Hair donated for wigs for cancer patients	\$100.00
John Tracy Clinic Bears (new materials)	\$35.00 per bear, all inclusive
Paws Puppy Pads	\$30.00 per pad, all inclusive
Used Computer Ink Cartridges	\$5.00 each
Coupons	1 hour for 100 coupons with a \$10.00 evaluation
Cell Phones (with or without Charger).....	\$100.00
DVDs – new	Full Value
DVD's – used	\$10.00
8 track tapes, cassettes, VHS tapes, records, albums	\$5.00
Go Green Recycling (plastic bottles, glass bottles, grocery bags, cans, paper and cardboard)	\$0.05 per item or per pound of paper
Milk / Plastic Caps	\$0.05
Used Pill Bottles	25 bottles = \$10.00 evaluation, 1 hour
Pull-tab phone cards	\$1.00 per card (Reported under Americanism)
Mascara Wands for Wildlife	\$1.00 per wand

Bra Backs for Turtle Rescue	\$1.00 per set of hooks/loops
Masks	\$5.00 per mask, plus 1 hour
Legos (Legos, com/replay)	\$10.00 per pound
New backpacks/roller bags.....	Actual cost of bag
Used backpack/roller bags.....	\$20.00 per bag
Crown Royal Bags	\$5.00 a bag (no other evaluation)
Wheelchair/Walker bags	\$10.00 (no other evaluation)

Lodging

Providing lodging for military service personnel, children and adults as a gratis service is to be reported on the Service Report form.

Lodging is to be evaluated at Sixty Dollars (\$60.00) per night, per person. Any additional service in connection with lodging is to be reported as performed, such as refreshments, clothing under the proper categories on the report form.

Hospital

Volunteer service work performed in any hospital may be reported.

A hospital is defined as any institution providing health care service to those who are physically or mentally ill; this includes nursing care homes and convalescent homes when medically staffed by nurses and/or doctors to dispense medications.

Actual hours spent in any hospital or in direct contact with the patient may be applied toward Hospital Pins and Hour Bars.

Department VAVS Representatives and Deputies can report their service hours, any time spent at VAVS required Meetings, and mileage to and from the VA Facility on their Local Service Report Form.

Any type of sewing or crafts performed outside of the hospital is to be reported as volunteer hours.

November is St. Jude Children's Research Hospital month.

Youth Program

Youth volunteers are those youth who work in the name of AMVETS or AMVETS Ladies Auxiliary. Youth volunteers include Junior AMVETS. All youth volunteer hours are to be reported on a Youth Service Report Form.

A list of the volunteers and their hours served in the respective programs should be attached to the Service Report Form.

Child Welfare Program

Any project benefiting children ONLY is to be reported on the Child Welfare Service Report Form. This includes services performed for Junior AMVETS and John Tracy Center for preschool deaf children, etc.

Any project involving Scouts which have been approved by your Auxiliary, may be reported even though they are not sponsored by the Auxiliary or Post.

April is John Tracy Center month.

Community Service Program

Any project benefiting adults or any project benefiting adults and children at the same time is reported on the Community Service Report Form. This includes the VSP (Very Special People) Program.

All projects for Senior Citizens homes, homes for the aged and retirement centers are to be reported under Community Service.

Fisher House since it benefits families of hospitalized military personnel and Veterans.

All blood donations are to be reported on the Community Service Report Form.

Paws With A Cause is an organization that provides trained dogs for hearing impaired and mobility impaired handicapped.

March is Paws With A Cause month.

Scholarship Program

Any project that contributes to education is reported on the Scholarship Service Report Form. All work done for any Scholarship is reported on the Scholarship Service Report Form, this includes work on the AMVETS Drivers' Challenge Program.

February is Scholarship month.

Americanism

Any project that portrays or instills patriotism is reported on the American Report Form. Donations to Founding Forward are reported under Americanism. Attendance at Founding Forward Seminars is urged.

Other donations to be reported are Project HOPE, Freedom from Hunger, CARE, etc.

Serve Our Servicemen Program

Any service to aid and assist Military personnel is reported under the Americanism Report Form. This includes services and assistance to the U.S.O.

May is Americanism month.

***THE FOLLOWING FORMS ARE LOCATED IN
THE SERVICE REPORT FORMS SECTION
IN THE BACK OF THIS GUIDEBOOK***

***AMVETS Ladies Auxiliary Department of Ohio Local Chaplain's Report Form
AMVETS Ladies Auxiliary Department of Ohio Sergeant-At-Arms Report Form
(AMVETS Ladies Auxiliary Local Service Report and AMVETS Ladies Auxiliary Local
Youth Service Report Forms can be found on the Department of Ohio website and the
National website.)***



CEREMONIES

&

RITUALS



AMVETS LADIES AUXILIARY NEW MEMBER INDUCTION CEREMONY

President: Sergeant-at-Arms, you will present the candidates to the Altar for the obligation. (The obligation may be given by the President or the Chaplain).

President: You will raise your right hand and repeat after me the following obligation, using your name where I use mine.

"I _____ do in the presence of Almighty God and the members assembled here, promise and declare that I will always uphold and maintain the Constitution and Laws of the United States of America, and will always show the proper courtesies to our National Emblem and give it the love and devotion it merits. I will always uphold the character and integrity of any member of this organization and that I will do my best to exemplify the principles of our Auxiliary.

I further pledge that I will support and obey the By-Laws of the Local organization and those of the Department and National Auxiliary."

Chaplain: "Almighty God, as these candidates have taken the obligation of this Auxiliary, help them to meet each task as it comes to them, knowing that they are helping all citizens to live in closer relationship to God and their fellowman. Bless them, O Lord, as they leave the Altar. Amen."

President: "It is my pleasure to present to you our new members of this Auxiliary. May this be the beginning of a lifelong friendship. The Auxiliary will form a line and greet our new members."

President: "Sergeant-at-Arms, please escort the new members to the Secretary's desk to receive their membership receipt."

President: "Sergeant-at-Arms, please seat our new members."



DEPARTMENT INSTALLATION OF OFFICERS

INSTALLING OFFICER: "Sergeant- at-Arms, as I call their names, will you escort the newly elected Officers to their positions for installation?"

"Officers of AMVETS Ladies Auxiliary, Department of Ohio, you have been chosen by the members of this Department to serve as Officers for the ensuing year. The members will look to you to carry out the affairs with honesty and integrity. With this in mind, are you willing to assume the Officer to which you have been elected and to faithfully and impartially perform the duties of those Offices to the best of your ability?"

"Will you raise your right hand and repeat after me the oath of office. We the Officers of AMVETS Ladies Auxiliary, Department of Ohio, do solemnly promise, upon our honor, and in the presence of this assembly, that as Officers of this Auxiliary, we shall do all in our power to promote loyalty, peace and goodwill for our Country. We further pledge ourselves to support and uphold the Constitution and By-Laws of AMVETS Ladies Auxiliary, and to observe them as now constituted or as they may be legally amended. To these principles we dedicate our service and ourselves."

"President-elect, will you take one step forward. You have been elected to the highest office which this Auxiliary can bestow, by the great trust placed in you by your members. It shall be your duty to preside at all Meetings of this Auxiliary, to enforce strict observance of the Constitution and By-Laws. To you is entrusted the responsibility of upholding the great principles expressed in our Preamble."

"Will you raise your right hand and repeat after me the oath of office, using your name where I use mine. I, _____, do solemnly promise, upon my honor, and in the presence of this assembly, that as President of this Auxiliary I shall do all in my power to promote loyalty, peace and goodwill for our Country. I further pledge myself to support and uphold the laws and Constitution of AMVETS National Ladies Auxiliary and to observe these as now constituted or as they may be legally amended. To these principles I dedicate my service and myself."

“Past President: To you, we express the gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past Department President’s Pin, a symbol of the fine service you have rendered.”

Presentation of the gavel to the newly elected President

“With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of this Auxiliary, I present to you this gavel, your symbol of authority. May you use it wisely and well; always in the best interest of AMVETS and the Auxiliary.”

“WILL EVERYONE PLEASE RISE. (Rap the Gavel 3 times)

My fellow members, I hereby take pleasure in presenting to your newly installed Officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the Officers and wish you success as you assume the duties of your offices.”

CHAPLAIN: “Almighty God, grant that those who are about to assume the duties as Officers may be filled with understanding for the tasks before them. Give them the strength for their duties, grace for their trials, and fruits for their labors. May the spirit of peace and harmony prevail throughout their service year. Amen.”

INSTALLING OFFICER: “I hereby declare the Officers for AMVETS Ladies Auxiliary Department of Ohio for the year ____ to ____ duly installed. Members of the Department, I present _____, your new President.”

Department Officers shall be installed by a Past Department President or Past or Current Auxiliary National Officer.



LOCAL INSTALLATION OF OFFICERS

Officers of AMVETS Ladies Auxiliary you have been chosen by the members of this organization to serve as Officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind are you willing to assume the office to which you have been elected and to faithfully and impartially perform the duties of those offices to the best of your ability? If so, you will answer, "I am."

Will you raise your right hand and repeat after me the Oath of Office:

We the Officers of AMVETS Ladies Auxiliary to Post _____ do solemnly promise, upon our honor, and in the presence of this assembly, that as Officers of this Auxiliary, we shall do all in our power to promote loyalty, peace and goodwill for our Country. We further pledge ourselves to support and uphold the Laws and Constitution of AMVETS Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles we dedicate our services and ourselves.

President, will you please take one step forward.

You have been elected to the highest office which this Auxiliary can bestow by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and By-Laws. To you is entrusted the responsibility for the success of this year's programs and the duty of upholding the great principles expressed in our Preamble.

Will you raise your right hand and repeat after me the oath of office, using your name where I use mine. I, _____, do solemnly promise, upon my honor, and in the presence of this assembly, that as President of this Auxiliary I shall do all in my power to promote loyalty, peace and good will for our Country. I further pledge myself to support and uphold the laws and Constitution of AMVETS National Ladies Auxiliary and to observe these as now constituted, or as may be legally amended. To these principles I dedicate my service and myself.

Past President:

“To you we express gratitude for the success of the past year; you have done your work well and we can assure you that you take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past President’s pin, a symbol of the fine service you have rendered.”

Present the gavel to the newly elected president.

With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of this Auxiliary, I present to you this gavel, your symbol of authority. *(Present the Gavel)*. May you use it wisely and well; always in the best interest of AMVETS and AMVETS Auxiliary.

WILL EVERYONE PLEASE RISE. (Rap the Gavel 3 times)

My fellow members, I hereby take pleasure in presenting to you your newly installed Officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the Officers and wish them the best success as they assume the duties of their offices.

CHAPLAIN:

Almighty God, grant that those who are about to assume the duties as officers may be filled with understanding for the tasks before them. Give them strength for their duties, grace for their trials and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN.

I hereby declare that Officers of AMVETS Auxiliary to Post # _____, for the year ____ to ____ duly installed.

Members of the Auxiliary, I present to you _____, your new President.

Local Auxiliaries shall be Installed by a Past Local Auxiliary President or a current or past Auxiliary Department Officer.



CANDLELIGHT INSTALLATION OF OFFICERS

"Sergeant-at-Arms, will you escort the newly elected Officers to their position for installation."

(Members carry their unlighted candles in their left hand).

"Officers of AMVETS Ladies Auxiliary, you have been chosen by the members of this organization to serve as Officers for the ensuing year. The members will look to you to carry on the affairs with honesty and integrity. With this in mind are you willing to assume the Office to which you have been elected and to faithfully and impartially perform the duties of those Offices to the best of your ability? If so, you will answer, "I am."

Will you raise your right hand and repeat after me the oath of office:

"We the Officers of AMVETS Ladies Auxiliary to Post #_____ do solemnly promise, upon our honor, and in the presence of this assembly, that as Officers of this Auxiliary we will do all in our power to promote loyalty, peace and goodwill for our Country. We further pledge ourselves to support and uphold the Laws and Constitution of AMVETS Ladies Auxiliary, and to observe these as now constituted or as they may be legally amended. To these principles we dedicate our service and ourselves."

President, will you please take one step forward.

"You have been elected to the highest office which this Auxiliary can bestow by the great trust placed in you by your members. It shall be your duty to preside at all meetings of this Auxiliary, to enforce strict observance of the Constitution and By-Laws. To you is entrusted the responsibility for the success of this year's programs and the duty of upholding the great principles expressed in our Preamble."

(Present the Gavel)

"With faith in you as a person, your sincerity of purpose, and your ability to guide the activities of this Auxiliary, I present you with this gavel, your symbol of authority. May you use it wisely and well; always in the best interest of AMVETS and AMVETS Auxiliary."

Past President:

"To you we express gratitude for the success of the past year; you have done your work well and we can assure you that you will take with you the respect and appreciation of the members of this Auxiliary. You have given the Auxiliary a year of unselfish service and untiring effort. We are most grateful to you. It now becomes my pleasure to present you with your Past President's pin, a symbol of the fine service you have rendered."

Installing Officer:

"I light your candle (lights Past President's candle) as a symbol of the unselfish service and untiring effort you have given the Auxiliary in the past year. (Past President returns to lineup and lights new President's candle). From it, the new President will light her candle dedicating herself to the continuance of these high ideals and so on down through the ranks each to the service of humanity through the principles of this organization. Hold it high, use it wisely, guard it well that it may never be extinguished."

WILL EVERYONE PLEASE RISE. (Rap the Gavel 3 times)

"My fellow members, I hereby take pleasure in presenting to you your newly installed Officers. I trust that you will aid and cooperate with them in every possible way. I extend congratulations to the Officers and wish them the best success as they assume the duties of their offices."

CHAPLAIN:

"Almighty God, grant that those who are about to assume the duties as Officers may be filled with understanding for the tasks before them. Give them strength for their duties, grace for their trials and fruits for their labors. May the spirit of peace and harmony prevail throughout their year of service. AMEN."

"I hereby declare the Officers for AMVETS Auxiliary to Post #_____ duly installed.

Members of the Auxiliary, I present _____, your new President."

Local Auxiliaries shall be Installed by a Past Local Auxiliary President or a current or past Auxiliary Department Officer.



AMVETS AUXILIARY CEREMONY FOR DRAPING THE CHARTER

Officers and Members assembled before the Charter when an Auxiliary is deprived of a member or Officer by death. It is customary to drape the Auxiliary Charter for a period of mourning of two (2) months.

PRESIDENT:

We have assembled tonight in loving memory of one who has been taken from our midst.

A precious one from us has gone.

A voice we love is stilled.

A chair is vacant in our Auxiliary

Which never can be filled.

We have come to give by your simple token, official expression of the grief of this Auxiliary. May we bow our heads in prayer?

CHAPLAIN:

O Loving Creator, You have showed us that death is but the gateway to a more glorious life and that we must not fear its coming; and we know, also that neither life nor death can separate us from Your love. Assure us yet again that our Sister departed is not lost to us but shares new life with You in the kingdom of our Father, where we shall in Your good time be reunited. We know her to be with You forever. Amen

PRESIDENT:

We stand before the Charter which gives our Auxiliary life and being. Under its authority, devoted service was given by _____. She contributed her best efforts in making a worthy Auxiliary. Her services on earth are ended, but the wonderful work and the results of her work and loyal efforts will go on forever and will reflect honor to our Auxiliary which she loved so well. It is therefore fitting that about our Charter we should drape the crepe of black, an expression of the sorrow that is in our hearts tonight, mourning for AMVETS Ladies Auxiliary #___ over its great loss. (Drape the Charter).

Now we will ask God's blessing for our departed friend and fellow member, then go silently to carry forward the tasks to which she was giving so much when she answered the last roll call.

CHAPLAIN:

O God of mercy, peace, and love, we remember before you in this moment our Sister and friend. We recall with gratitude and respect all that she stood for in this life. May we be kind to the friends and family she loved; devoted to the communities in which she lived; loyal to the causes which she served. Thus, in our life may they still live on, to our great comfort, to the betterment of Your creation, and to the furthering of Your most holy will. Amen

GRAVE SIDE RITUAL FOR AUXILIARY MEMBER

1. For use at the grave. (Places have been left open where ideas fitting in with Local situations can be used, at the discretion of Auxiliary and Post)
2. Properties required:
 - Four (4) Flags or three (3) Flags and an Auxiliary Banner
 - A Bible
 - Flowers plus a wreath
 - Two (2) Flags – a Banner and a Flag – are carried by two (2) members, Color Bearers head the procession.
3. Directly behind these Color Bearers come the Auxiliary President and Chaplain, walking beside each other.
4. The President carries appropriate spray or wreath of flowers; the Chaplain carries the Bible.
5. Directly behind the President and Chaplain, marching two by two, have all members of the Auxiliary who participate. Each member carrying whatever floral offering is desired.
6. Bringing up in the rear are two (2) other Flag Bearers.
7. After meeting and forming in line at some selected place, the procession marches to the grave.
8. The President places her flower(s), after waiting until all the members in the procession have taken their places, with two (2) Colors at the head and the other two (2) at the foot of the grave. The President and the Chaplain take their places at the head of the grave.
9. As the President places her wreath or flowers, she repeats distinctly: “In memory of this one who will not return we place this wreath on the last resting place of our beloved member. Let us dedicate ourselves to the end. Let us pray.”
10. The Chaplain repeats a suitable prayer, which may be followed by an appropriate poem.
11. Then all members who are participating in the ceremony walk past the grave placing upon the casket their floral offerings.
12. All again form a line behind the two (2) Flags; the President and Chaplain lead the group in marching away.
13. Last two (2) in procession shall be the Color Bearers.

FUNERAL OF AUXILIARY MEMBERS

The Sergeant-at-Arms shall bring the Colors to where the body lies. The American Flag will be at the head and the Auxiliary Banner at the foot of the coffin. Colors precede the coffin at all times. If a member has held a Department and/or National Office, the Colors of the Department and/or National shall be present, if possible.

MILITARY OF AMVETS FUNERAL

Follow the instructions of the Local Provost Marshall

MEMORIAL SERVICE FOR DEPARTMENT MEMBERS

Required:

- One (1) red flower
- One (1) white flower
- One (1) blue flower
- Wreath or spray of evergreen

Optional:

- Two (2) Flags (American Flag and Auxiliary Banner)

The group assembles outside, in another room or at the back of the room.

If the Colors are used, they enter first, followed by one member carrying the white flower and one carrying the blue flower. They are to follow the Chaplain who carries the wreath or spray of evergreen and then the President. The President followed by the members who enter two by two. Upon reaching the casket, the Colors, if used, are held at the foot and head of the casket.

The Chaplain and the President stand side by side in front of the casket. The members arrange themselves as a background. Members taking part in the ceremony place the flowers of red, white and blue as the President reads.

President: “The march of a Beloved Auxiliary Member is ended, her earthly sorrows and tears are over, and a place is left vacant in our Auxiliary. We are here to pay our last tribute to love. Life passes swiftly; like a cloud we are consumed and vanish away. As she was in life, so she is in death, in the hands of her Heavenly Father, where we all hope to join her in a fraternity unbroken.”

“We place a wreath/spray of evergreen (Chaplain places the wreath upon the casket) on behalf of the Auxiliary, as an emblem of undying devotion, and in it, this red blossom, emblematic of the blood shed by our Veterans; the white representing purity of our departed friend; and the blue for her loyalty and undying devotion to our Country and our organization.”

Chaplain: “Our Father we pray for Thy blessing on this service for our departed member. May the hearts of those who loved her and miss her daily presence be cheered; may we, encouraged by memory of her life, go forward to better works; to a truer and nobler loyalty; to greater usefulness to our Country and to those we promised to aid. Enlighten our understanding and bless our efforts, we ask in Thy Name. Amen.”

Following the Chaplain’s prayer, the colors start out followed by the President and the Chaplain. Members taking part in the service and other members leave together as a body.

Service I

President: “At this time, we pause to pay tribute to the memory of our departed member.” (Personal remarks by the President as to the service the deceased rendered.) “Our Chaplain will place this tribute on the Alter in loving memory of _____.” (Flowers may be used or a gift of money to one of the Service Programs, or to a hospital or any other appropriate remembrance.)

VOCAL SOLO: A favorite hymn or sacred song of the deceased.

Prayer by Chaplain: “Our Father, who hast created us for Thy joy, teach us to know ourselves held in the hollow of Thy hand. Open our minds and our hearts so that in such measure as we are able, we may comprehend and trust the working of Thy Goodness in us. Reveal unto them

the tenderness of Thy sympathy and draw them close to Thyself in person of the sympathetic Savior in whose name we pray. Amen.”

Service II

Setting: An Altar on which is a lovely bouquet of vivid colored flowers interspersed with a few distinct white flowers and on each side a tall white candle. Music: Soft music throughout the entire service. When the music begins, the candle lighters walk very slowly down the aisle, take their place at either side of the Altar facing the audience and stand motionless.

Chaplain: “At this time we pause in quietness and reverence, to pay tribute to the memory of our departed members. They contributed their best efforts and loyal devotion to the making of a worthy Auxiliary. Their services on earth are ended, but the wonderful work, and results of their work, will go on forever and will reflect honor to this organization they loved so well.”

“It is fitting that we express the sorrow in our hearts over the losses sustained throughout the organization and to pledge ourselves to carry forward the tasks in which they were lovingly engaged when they answered the last roll call. But we must not grieve as those without hope. Listen to these words of Helen Keller.”

“Surely, we would not weep if some beloved friend has the good fortune to move from a humble and uncomfortable house to a mansion into which the sunlight has streamed, and whose grounds are a never-ending maze of beauty and wonder and delight. We would say that that was a fortunate friend, and a bit wistfully we would look forward to the time when we, too, might leave the burden of our daily tasks and join Him in His House of beauty and light.”

From the Scriptures

“None of us liveth to himself and none dieth to himself. For whether we live, we live unto the Lord: or whether we die, we die unto the Lord. Whether we live, therefore, or die, we are the Lord’s.”

“For unto this end Christ died, and lives again that He might be the Lord of both the dead and the living. Blessed are the dead, which die in the Lord; for they rest from their labors, and their works do follow them. And Jesus said: I am the resurrection and the light, he that believeth in me, though he were dead, yet shall he liveth and he that liveth and believeth in Me, shall never die. Peace, I have with you; my peace I give unto you; let not your heart be troubled, neither let it be afraid.”

Pause: Candle lighters light the candles and resume positions.

Chaplain: “These candles are lighted in respectful affectionate memory of all our departed members. Candlelight is symbolic of living remembrance which illuminates our lives and keeps our departed loved ones ever near us.”

Precious ones from us have gone

Voices we loved are still

There are vacant chairs in Auxiliaries

Which we can never fill

“In the Memorial Bouquet before us, the vivid portion represents the vitality of the living; the white flower symbolizes the immortality of the souls of the dead. The design demonstrates and

portrays the refining influence of sorrow. Just as the pure white flowers enhance and emphasize the beauty and message of the floral compositions, so may our lives be enriched, purified, and blessed by the memory of our departed loved ones.”

“The time of my departure is at hand. I have fought the good fight; I have finished the course; I have kept the faith; henceforth, there is laid up for me a crown of righteousness, which the Lord, the righteous judge, shall give me at that day, and not to me only but to all of them that have loved Him appearing. (II Tim. 6-8). We are admonished by Holy Writ to, “Submit thy way unto the Lord trust also in Him. In keeping with this thought of submission, Rev. Father Tabb gives us this mediation in a poem:

The Weaver

My life is but a weaving
Between the Lord and me
I cannot choose the colors
He worketh steadily.
Oft’ times He weaveth sorrow.
And I, in foolish pride,
Forget He sees the upper
And I, the under side.
Not till the loom is silent,
And the shuttles cease to fly,
Shall God unroll the canvas
And explain the reason why.
The dark threads are as needful
In the Weaver’s skillful hand,
As the threads of gold and silver,
In the pattern He has planned.

Let Us Pray: “Almighty God, with whom do love the spirits of those who depart hence to the Lord, and with whom the souls of the faithful, after they are delivered from the burden of flesh, are in joy and felicity. We thank Thee for the good examples of all those Thy servants, who, having finished their course in faith, do now rest for their labors. And we beseech Thee, that we, with all those who are departed in the true faith. Thy Holy Name may have perfect consummation and bliss, both in body and soul, in Thy eternal everlasting glory, through our Lord. Amen.”

*Candle lighters retire slowly to the rear of the room.
Music ceases.*

Service III

1. White military cross with green base. (Wood cross covered with white crepe paper).
2. White flowers with long stems. (As many as there are names to be mentioned in the Memorial Service.
3. One (1) white sheet laid around the base of the cross gracefully.
4. Members of the Auxiliary who place the flowers are to be in white dresses or uniforms and wear Auxiliary caps.

5. Two (2) candles and holders to place on either side of the cross.
6. Divide the number of Auxiliary members in pairs and have them march down the center aisle or if preferred, have them march down the side aisles in single file, whichever plan is best suited to the hall. The members walk down the aisles very slowly with everyone in the hall standing. At one side of the cross stands the Chaplain on the other her assistant, the President or some other dignitary, who will call the names or States (in National) or Post and Auxiliary numbers. As soon as the Auxiliary members carrying the followers are in their place on either side of the cross, facing the audience, the Chaplain says the following prayer:

“No man or woman can render a higher service than to give his or her life that others might live. And yet, there are none of us so rich who cannot die, and none so poor who cannot find a final resting place. Pride and humility, wealth and poverty. All become victims of the iron tooth of time and under the green sod shall find a common level. Let us all pledge to ever keep sacred His memory in our hearts. Amen.”

The assistant to the Chaplain then calls each name. State or Post/Auxiliary number and as she does, the members walk slowly up and place a flower at the foot of the cross in an artistic manner, then she returns to her place and stands at parade rest.

When all flowers are in place, the Chaplain then gives the Memorial Prayer.

Chaplain: “Almighty God, our Heavenly Father in whom we live, move and have our being the giver of every perfect gift; our only refuge in time of need. Welcome to Thee in this hour of sorrow. We ask you to bless the family and friends of those departed comrades. May they be drawn closer to Thee by the tender chords of Thy Holy Will and may this severe blow be softened to them by the hope that this separation is not forever. That he/she has only gone on before and in a few short years they shall be united. We ask Your blessings upon this organization whose highest aim is to render service in time of need, and bring us closer to one another in friendship, loyalty and comradeship. Amen.”

All those participating in this service walk slowly back to their places in the audience.

AMVETS and Auxiliary Memorial Service

Following the instructions of the Provost Marshall and/or AMVETS Chaplain.

Sometimes the Auxiliary Chaplain is asked to plan the Joint Memorial Service. Following is a suggested outline, which she can use or adapt in many different ways to create a beautiful service.

Joint Memorial Service

The Provost Marshall and the Sergeant-at-Arms will set the Altar and will also check to see which Posts and Auxiliaries are prepared to give the list of their deceased members during the Memorial Service. A list of those Posts and Auxiliaries reading the list of its deceased members will be left on the podium for the Chaplains.

Background Music Chants: Benedictine Monks of Santo Domingo De Silos

AMVETS and Auxiliary Chaplains will walk down the aisle slowly. Stop at the Altar and light the candles. Then they will proceed to the dais.

AMVETS Chaplain: “These candles have been lit in respectful affectionate memory of all our departed members.”

Auxiliary Chaplain: “Candlelight is symbolic of loving remembrance which illuminates our lives and keeps our departed loved ones ever near us.”

Voices we loved are still.
There are vacant chairs in our Department
Which we can never fill.

AMVETS Chaplain: “At this time we pause in quietness and reverence, to pay tribute to the memory of our departed members. They contributed their best efforts and loyal devotion to the making of a worthy Post or Auxiliary. Their services on earth are ended, but the wonderful work, and results of their work, will go on forever and will reflect honor to this organization which they loved so well.”

Auxiliary Chaplain: “It is fitting that we express the sorrow in our hearts over the losses sustained throughout the organization and to pledge ourselves to carry forward tasks in which they were lovingly engaged when they answered the last roll call.”

Hymn: Make Me a Channel of Your Peace.

The Commanders and Presidents will walk down the aisle with the flowers and place the white flowers in the vase.

The Commander and President will have a spray of evergreen, white flower, red flower and a blue flower.

AMVETS Chaplain: “In the Memorial Bouquet before us, the vivid portion represents the vitality of the living, the white flower symbolizes the immortality of the souls of the dead. The design demonstrates and portrays the refining influence of sorrow.”

Auxiliary Chaplain: “Just as the pure white flowers enhance and emphasize the beauty and message of the floral composition, so may our lives be enriched, purified and blessed by the memory of our departed loved ones.”

AMVETS Chaplain: “The Commander will place a spray of evergreen in the bouquet, as an emblem of undying devotion, and a red blossom, emblematic of the blood shed by our Veterans.”

Auxiliary Chaplain: “The President will place a white flower in the bouquet representing the purity of our departed friends; and a blue flower for their loyalty and undying devotion to our Country and our organization.”

The Commander and President will then be seated at the head table.
Hymn: On Eagles' Wings

ROLL CALL OF POSTS AND AUXILIARIES

AMVETS CHAPLAIN:

Post #

AUXILIARY CHAPLAIN

Auxiliary #

UNITED STATE FLAG

STARS AND STRIPES FOLDING CEREMONY

The Flag folding ceremony represents the same religious principles in which our Country was originally founded.

The Flag: the position of the Flag denoting honor is the canton of blue containing the stars representing states our Veterans served in uniform. The canton field of blue dresses from left to right, and only is inverted when draped as a pall on a casket of a Veteran who has served our Country honorably in uniform.

In the evening, in the Armed Forces of the United States, at the ceremony retreated after taps have been sounded, the Flag is lowered and folded in a triangle fold and kept under watch throughout the night as a tribute to our Nation's honored dead. The next morning it is brought out, at the ceremony or reveille, and run aloft as a symbol of our belief in the resurrection of the body.

We fold from the stripes toward the stars, for whereas the stripes represent the thirteen original colonies that founded our republic and they are now embodied in the fifty sovereign states represented by the stars, so that the stars cover the stripes.

The First Fold of our Flag is a symbol of life.

The Second Fold is a symbol of our belief in eternal life.

The Third Fold is made in honor and remembrance of the Veteran departing our ranks who gave a portion of his life for the defense of our Country to attain peace throughout the world not to have been in vain and shall never be forgotten.

The Fourth Fold represents our weaker nature, for an American citizen trusting in God, for it is Him we turn to in times of peace as well as in time of war for his divine guidance.

The Fifth Fold is a tribute to our Country, for in the words of the immortal Stephen Decatur, "Our Country, in dealing with other countries, may She always be right, but it is still our Country, right or wrong."

The Sixth Fold is where our hearts lie – and it is with our hearts that we pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The Seventh Fold is a tribute to our Armed Forces, for it is through these same Armed Forces that we protect our Country and our Flag against all her enemies, whether they be found within or without the boundaries of our republic.

The Eighth Fold is a tribute to the one who entered into the Valley of the Shadow of Death that we might see the light of day, and this fold is made to honor Mother, for whom it flies on Mother's Day.

The Ninth Fold is a tribute to our womanhood, for it has been through their faith, love, loyalty and devotion that the characters of the men who have made this Country great, have been molded.

The Tenth Fold is a tribute to Father, for he too has given his sons for the defense of our Country, since she was born first.

The Eleventh Fold is for the eyes of a Hebrew citizen this represents the lower portion of the seal of King David and King Solomon, and glorifies in their eyes the God of Abraham, the God of Isaac and the God of Jacob.

The Twelfth Fold is for the eyes of a Christian citizen this represents an emblem of eternity and glorifies in their eyes God the Father; God the Son and God the Holy Ghost.

When the Flag is completely folded, the Stars are upper most, which reminds us of our National Motto, "In God We Trust."

After the Flag is completely folded and tucked in, it takes on an appearance of a cocked hat, ever reminding us of the soldiers who served under George Washington, and the Sailors and Marines who served under Captain John Paul Jones, and they followed their comrades and shipmates in the Armed Forces of the United States, and have preserved for us the rights, privileges and freedom which we are enjoying today.

Flag-Folding Procedures

The traditional method of folding the flag is as follows:

(A) Straighten out the flag to full length and fold lengthwise once.



(B) Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view. (A large flag may have to be folded lengthwise a third time.)



(C) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.



(D) The outer point is then turned inward, parallel with the open edge, to form a second triangle.



(E) The diagonal or triangular folding is continued toward the blue union until the end is reached, with only the blue showing and the form being that of a cocked (three-corner) hat.



Meaning of Flag-Folding Program

The flag-folding ceremony represents the same religious principles on which our great country was originally founded.

The portion of the flag denoting honor is the canton of blue containing the stars representing states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted only when draped as a pall on the casket of a veteran who has served our country honorably in uniform.

In the U.S. Armed Forces, at the ceremony of retreat, the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

HOW TO PROPERLY DISPLAY THE AMERICAN FLAG

- The flag should never be dipped to any person or thing, unless it is the ensign responding to a salute from a ship of a foreign nation. This tradition was codified as early as the 1911 U.S. Army drill regulations.
- The flag should never be displayed with the union (the starred blue union) down, except as a signal of dire distress in instances of extreme danger to life or property.
- The flag should not be used as "wearing apparel, bedding, or drapery",¹ or for covering a speaker's desk, draping a platform, or for any decoration in general (exception for coffins). Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be drawn back or bunched up in any way.
- The flag should never be used as a covering for a ceiling.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed, or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, firefighters, police officers, and members of patriotic organizations.
- Flag lapel pins may also be worn (they are considered replicas) and are worn near the heart.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- The flag should never be stepped on.

- In a parade, the flag should not be draped over the hood, top, sides, or back of a vehicle, railroad train, or boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.
- When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously.
- The flag should be cleaned and mended when necessary.
- If the flag is being used at a public or private estate, it should not be hung (unless at half-staff or when an all-weather flag is displayed) during rain or violent weather.
- When a flag is so tattered that it can no longer serve as a symbol of the United States, it should be destroyed in a dignified manner, preferably by burning. The AMVETS and other organizations regularly conduct dignified flag-burning ceremonies, often on Flag Day, June 14.
- The flag should never touch anything beneath it. Contrary to an urban legend, the flag code does not state that a flag that touches the ground should be burned. Instead, it is considered disrespectful to the flag and the flag in question should be moved in such a manner so it is not touching the ground.
- The flag should always be permitted to fall freely.

TRIBUTE TO POWs and MIAs

Ladies and Gentlemen,

You may have noticed the small table set in a place of honor. It is set for one ... This table is our way of recognizing those who are missing from our midst ... they are commonly called POWs or MIAs ... we call them brothers. They are unable to be here with us so we remember them.

The table set for one is small ... it symbolizes the frailty of one prisoner against his oppressors.

The tablecloth is white ... symbolizing the purity of their intentions to respond to their Country's call to arms.

The single rose displayed in a vase reminds us of the undying love and faith of the families and loved ones of our comrades in arms left behind.

The red ribbon tied so prominently on the vase is reminiscent of the red ribbon worn upon the lapels and breasts of thousands who bear witness to their unyielding determination to demand a proper accounting for our missing.

A slice of lemon is on the bread plate to remind us of their bitter fate.

There is salt upon the bread plate symbolic of the family tears as they wait.

The glass is inverted ... they cannot toast with us today.

The chair ... the chair is empty ... they are not here ...

The small American Flag represents the unfailing patriotism of our comrades in arms and all AMERICANS who wait their safe return.

Remember!!! ... All of you who served with them and called them comrades ... you who depended on their might and aid and relied upon them ... do not forsake them ... pray for them and remember.

THE TRIBUTE TO POWs AND MIAs

1 small table covered with a white tablecloth

1 chair

1 place setting: plate, cup, saucer and bread plate

1 place setting of silverware

1 rose

1 water glass

1 vase

Red ribbon

1 slice of lemon

1 small American Flag

Salt

FORMS



**MEMBERSHIP FORMS CAN BE
FOUND ON THE DEPARTMENT OF OHIO
WEBSITE AT amvetsohioauxiliary.org OR THE
NATIONAL WEBSITE AT www.amvetsaux.org**

Dues & Remittance

Annual Revalidation/Officers

Remittance Form

Life Member Card

Replacement Life Member Card

Honorary Member Card

Change of Name and Address

Certificate of Transfer

Application for Membership

CHAPLAIN FORM

Deceased Member Notification



SERVICE REPORT FORMS

AMVETS Ladies Auxiliary Department of Ohio Local Chaplain's Report Form

AMVETS Ladies Auxiliary Department of Ohio Sergeant-At-Arms Report Form

Auxiliary Local Service Report Form and Auxiliary Local Youth Service Report Form can be found on the Department of Ohio Auxiliary website at amvetsohioauxiliary.org and on the National website at www/amvetsaux.org



SPECIAL DEPARTMENT OF OHIO AWARD

Mary Stanton Memorial AWARD for the Most Outstanding Ladies Auxiliary Member

PDP Patty Piening Leadership Award for Local Presidents

Bob Hurtt Sr. Memorial Leadership Award for a Junior AMVET Demonstrating Outstanding Leadership Abilities



DEPARTMENT OF OHIO AWARD

Application Form for Membership Awards
Local Members (10 Members – New/Renewal/Combined)

Application Form for Department Membership Pins
(10 Members – New/Renewal/Combined)
(11 or More Members – New/Renewal/Combined)

PDP Theresa Servitelli Memorial Child Welfare Award – More than 150 Members

PDP Barbara Valley Child Welfare Award – Less than 150 Members

PDP Fran Ganda Community Service Award

PDP Sonja Limer Junior AMVETS Unit Community Service Award

PDP Mollie D. Eusey Memorial Americanism Award

PDP Lillian Jackson SOS Award

PDP Betty Turk Memorial Scholarship Award

PDP Susan Weyrick Scholarship Award – More than 150 Members

PDP Cindy Rice Scholarship Award – Less than 150 Members

PDP Edith Mills PRO/Historian of the Year Award



SCHOLARSHIP AWARDS

Department of Ohio Scholarship Awards

PDP Betty Turk Memorial Scholarship Award

PDP Susan Weyrick Scholarship Award – More than 150 Members

PDP Cindy Rice Scholarship Award – Less than 150 Members

Department of Ohio Scholarship Applications

AMVETS Ladies Auxiliary Dept. of Ohio Betty J. and Paul C. Welsh Memorial Scholarship

AMVETS Ladies Auxiliary Dept. of Ohio Careet Start Scholarship



DEPARTMENT OF OHIO
SPECIAL AWARD APPLICATION FORMS



AMVETS LADIES AUXILIARY

MARY STANTON MEMORIAL AWARD FOR THE MOST OUTSTANDING LADIES AUXILIARY MEMBER

This most prestigious award is judged at June Convention yearly by a Committee of former Mary Stanton Award winners, and the Award is presented at the June Convention Banquet.

Mary Stanton was the wife of Past Department Commander Fred Stanton. Even though she was confined to a wheelchair, it never stopped her determined efforts to help Veterans and she dedicated much of her life to that cause. A silver piece is given yearly to the winner in her honor.

You are chosen by your Auxiliary to be considered for this honor. A typewritten letter listing all of the work done by this individual in the name of AMVETS Ladies Auxiliary from May 15 – May 14 (1 year) and must be signed by two (2) of your Auxiliary Officers – listing their title on a separate piece of paper. List all Offices she has held in your Auxiliary or may be holding now, how long she has been a member, how many miles she has traveled in each Office and the hours she has served in travel and in projects, etc.

Please list your Auxiliary number and address and include the phone number of the person submitting the Application.

This award is a big honor and you should nominate someone who will be in attendance at the June Convention. Please do not think that you do not have a qualifying candidate for this award, there is always someone doing wonderful work.

Submit entries to: PDP Marlene Klinefelter
9632 Conner Court
Harrison, OH 45030

PLEASE NOTE THE JUNE 1 APPLICATION DEADLINE



PDP PATTY PIENING LEADERSHIP AWARD FOR LOCAL PRESIDENTS

Leadership has been defined in many different ways, but the following definition is related to many of our members in AMVETS Ladies Auxiliary.

Leadership is “A learned behavior skill, which includes the ability to help other achieve their potential as individuals and team members.” Leadership is perhaps the most significant factor to effectively work in AMVETS Ladies Auxiliary and function as a good leader and team member on all levels of our organization. If leadership is weak, the Auxiliary can become unproductive resulting in a lack of communication, loss of interest and chaotic Meetings.

LOCAL LADIES AUXILIARIES: NOMINATE YOUR PRESIDENT
FOR THIS LEADERSHIP AWARD

APPLICATION

LADIES AUXILIARY NO. _____

ADDRESS _____

PRESIDENT'S NAME _____

ADDRESS _____

PHONE NO. _____

- 25 POINTS - IN 500 WORDS OR LESS REASONS FOR NOMINATING YOUR LOCAL PRESIDENT
- 50 POINTS - LIST ALL SERVICE PROGRAMS, THEIR PROGRESS AND EVALUATIONS OF SAME. PLEASE INCLUDE AUXILIARY MEMBERSHIP SIZE
- 25 POINTS - A BRIEF SUMMARY OF THE AUXILIARY'S PROGRESS OVER THE PREVIOUS YEAR

Submit to Department Headquarters by May 1. The Department Secretary will forward the applications to PDP Patty Piening to be judged.

ENTRIES WILL BE JUDGED BY AN INDIVIDUAL COMMITTEE.



BOB HURTT SR. MEMORIAL LEADERSHIP AWARD
Junior AMVET Demonstrating Outstanding Leadership Abilities
(Sponsored by PDP Lynn Hurtt Barbarotta)

Bob Hurtt, Sr. was AMVETS Department of Ohio Commander in 1990-1991. His selfless dedication to AMVETS produced a quality that even he did not know he possessed. LEADERSHIP. With guidance and a deep belief in AMVETS and our Country, he became a very able and beloved Commander. Many who knew him would not have guessed he would climb to such heights. Others knew there was that special spark that needed nurtured and urged him on through the chairs. Let's see that special quality in our Junior AMVETS. Let's urge them to reach beyond their goals and achieve recognition. Not only Officers are able to lead, coordinate, delegate and get the job done. Nominate a Junior AMVET from your Post or another Post who you believe possesses leadership qualities.

The winner will receive a plaque and Twenty-Five Dollars (\$25.00).

Buzz Words to Assist You in Making your Decision:

Able	Capable	Competent	Efficient
Ingenuity	Initiative	Potential	Qualified
Resourceful	Skillful	Strong	Efficient

Name of Junior AMVET: _____

Post No.: _____ City _____ Date: _____

Nominated By: _____

Reason: (Describe Event(s), function(s), service(s) performed and qualities demonstrated:

If you need more room, please use the back or another sheet of paper.

Submit Application to Denise Speigle, Department Junior Advisor, 543 Perry Street, Salem, OH 44460 by May 1.



***DEPARTMENT OF OHIO AWARD
APPLICATION FORMS***



PDP THERESA SERVITELLI MEMORIAL CHILD WELFARE AWARD (Sponsored by PDP Cindy Rice)

*A plaque will be presented to an Auxiliary with the Most Creative Single
Child Welfare Project with **more than 150 members.***

CRITERIA

1. Name of Project: _____
2. Hours Worked: _____
3. Number of Volunteers: _____
4. Number of Children Served: _____
5. Name/Address of Chairperson: _____

6. Photos and/or Newspaper Clippings (attach).
7. Brief Explanation of Project – How, When, Where: (25 words or less - ONE PROJECT ONLY)

JUDGING

All Applications will be judged according to the following criteria:

Originality	50%
Hours/Miles/Volunteers	25%
Number of Children Served	25%

Submit to PDP Cindy Rice, 778 Regina Drive, Vermilion, OH 44089 by May 1.



PDP BARBARA VALLEY CHILD WELFARE AWARD

*A cash donation will be presented to an Auxiliary with the Most Creative Single Child Welfare Project with **less than 150 members**.*

CRITERIA

1. Name of Project: _____
2. Hours Worked: _____
3. Number of Volunteers: _____
4. Number of Children Served: _____
5. Name/Address of Chairperson: _____

6. Photos and/or Newspaper Clippings (attach).
7. Brief Explanation of Project – How, When, Where: (25 words or less - ONE PROJECT ONLY)

JUDGING

All Applications will be judged according to the following criteria:

Originality	50%
Hours/Miles/Volunteers	25%
Number of Children Served	25%

Submit to PDP Barbara Valley, 25681 Orange Hill Road, Danville, Ohio 43014 by May 1.



PDP FRAN GANDA COMMUNITY SERVICE AWARD

*A plaque will be presented to the Auxiliary with the Most Outstanding
Community Service Project*

LADIES AUXILIARY NAME: _____ NO. _____

ADDRESS: _____

DESCRIPTION OF PROJECT:

(Use back of sheet if additional space is needed)

SUMMARY

NUMBER OF VOLUNTEERS _____

NUMBER OF HOURS _____

NUMBER OF MILES _____

TOTAL EVALUATION _____

Submit to PDP Fran Ganda, 13205 Liberty Avenue, Cleveland, OH 44135 by May 1.



PDP SONJA LIMER
JUNIOR AMVETS UNIT COMMUNITY SERVICE AWARD

*A plaque will be presented to the Junior AMVETS Unit with the Most Outstanding
Community Service Project*

JUNIOR AMVETS UNIT: _____

DESCRIPTION OF PROJECT:

(Use back of sheet if additional space is needed)

SUMMARY:

NUMBER OF VOLUNTEERS	_____
NUMBER OF HOURS	_____
NUMBER OF MILES	_____
NUMBER OF PEOPLE SERVED	_____
TOTAL EVALUATION	_____

Submit Application to Denise Speigle, Department Auxiliary Junior Advisor, 543 Perry Street, Salem, Ohio 44460 by May 1.



PDP MOLLIE D. EUSEY MEMORIAL AMERICANISM AWARD
(Sponsored by PDP Fran Ganda)

*A plaque will be presented to the **Individual Auxiliary Member** displaying outstanding work in Americanism.*

Name: _____ Auxiliary # _____

List Projects and give a brief description of the outstanding work of this **individual** member, along with her hours and miles. (If additional space is required, please attach an additional sheet).

SUMMARY:

Total Projects: _____ Total Hours: _____ Total Miles: _____

Signed: _____
(Local Ladies Auxiliary President) Local Ladies Auxiliary Secretary

Submit to PDP Fran Ganda, 13205 Liberty Avenue, Cleveland, Ohio 44135 by May 1.



PDP LILLIAN JACKSON SOS AWARD

The Local Ladies Auxiliary with the Most Outstanding Year in SOS will receive a Cash Award to start their SOS Project for the upcoming year.

Judging Criteria:

Quality of Project	25%
Number of Service People Served	25%
Hours Donated	15%
Money Spent	15%
Ladies Auxiliary Miles Traveled	10%
Number of Ladies Auxiliary Volunteers	10%

Ladies Auxiliary _____ Chairperson _____

Number of Members for Current Year _____

Description of Project

Number of Service People Served _____

Total Hours Donated _____

Miles Traveled _____

Number of Volunteers _____

Submit to: PDP Lillian Jackson, 1045 Memory Lane, Vermilion, Ohio 44089 by May 1.



***PDP BETTY TURK MEMORIAL AWARD
(Sponsored by PDP Jeannine Reznik)***

A plaque will be presented to the Local Auxiliary with the most outstanding Scholarship Program

Scholarship Chairperson: _____ Auxiliary #. _____

Auxiliary Address: _____

Criteria For Entry Must Include:

Essay with 500 words or less.
“What Our Auxiliary Has Done to Promote Scholarship”)

Evaluations:

- Number of Volunteers
- Number of Hours
- Mileage
- Monetary Donations

INDIVIDUAL PROGRAM DONATIONS:

- Local
- Department
- National

Up-to-Date Report Status (2 reports Mid-Year and Annual)

Up-to-Date Combo Donations

Submit to Current Department Chaplain/Scholarship Officer by May 1.



PDP SUSAN WEYRICK SCHOLARSHIP AWARD

*A plaque will be presented to the Auxiliary with the Most Outstanding
Project to raise funds for Scholarship
(Over 150 members)*

LADIES AUXILIARY NAME: _____ NO. _____

ADDRESS: _____

DESCRIPTION OF PROJECT:

(Use back of sheet if additional space is needed)

SUMMARY

NUMBER OF VOLUNTEERS _____

NUMBER OF HOURS _____

NUMBER OF MILES _____

NUMBER OF PEOPLE SERVED _____

TOTAL EVALUATION _____

Submit to PDP Susan Weyrick, 5468 Larkwood Road, Columbus, OH 43229 by May 1.



PDP CINDY RICE SCHOLARSHIP AWARD

*A plaque will be presented to the Auxiliary with the Most Outstanding
Project to raise funds for Scholarship
(Under 150 members)*

LADIES AUXILIARY NAME: _____ NO. _____

ADDRESS: _____

DESCRIPTION OF PROJECT:

(Use back of sheet if additional space is needed)

SUMMARY

NUMBER OF VOLUNTEERS _____

NUMBER OF HOURS _____

NUMBER OF MILES _____

NUMBER OF PEOPLE SERVED _____

TOTAL EVALUATION _____

Submit to PDP Cindy Rice, 778 Regina Drive, Vermillion, OH 44089 by May 1.



PDP EDITH MILLS PRO/HISTORIAN OF THE YEAR AWARD

Criteria:

1. It is required that the nominee is currently holding the position of PRO/Historian, and that she had submitted a Ladies Auxiliary Scrapbook in the year that she is nominated.
2. The nominee must have submitted materials to the Department of Ohio for the Department History Book.
3. The nominee must have promoted her Ladies Auxiliary with publicity (newspaper, AMVETS publications, radio, etc.)
4. The nominee must be an active and supportive member of her Local Auxiliary.
5. The nominee must be nominated by her Ladies Auxiliary.

Nominee's Name _____ Ladies Auxiliary # _____

Nominator's Name _____

Address, Phone No. _____

Nominator's Office Held (if any) _____

On a separate sheet of paper in 300 words or less, explain how nominee fulfills the required criteria.

Ladies Auxiliary President's Signature

Ladies Auxiliary Secretary's Signature

Submit to the Department PRO/Historian by May 1.



***DEPARTMENT OF OHIO
SCHOLARSHIP APPLICATION FORMS***

***NATIONAL SCHOLARSHIP FORMS CAN BE FOUND
ON THE NATIONAL WEBSITE AT www.amvetsaux.org***



Ohio Department AMVETS Ladies Auxiliary Scholarships

10. ***Betty J. and Paul C. Welsh & Department of Ohio Ladies Auxiliary Scholarship***

Has been established to recognize and reward need, academic achievement and potential of students, to stimulate recruitment of well qualified candidates for careers in our society today; and to reflect the interest and involvement of AMVETS Ladies Auxiliary, Department of Ohio, and its members.

2. ***AMVETS Ladies Auxiliary Department of Ohio Career Start***

Has been established to recognize our members who are the non-traditional student re-entering the work force, starting a new career or changing careers later in life. NOT to include a Master's Degree.

Each Scholarship awarded will receive Seven Hundred Fifty Dollars (\$750.00) and as many Seven Hundred Fifty Dollars (\$750.00) AMVETS Ladies Auxiliary Department of Ohio Scholarships as monies will allow. NO individual will receive more than one (1) Department Scholarship annually.

PLEASE INCLUDE ALL REQUIRED MATERIAL

All Applications must be submitted to Department Headquarters with a post mark no later than May 1.

All Scholarships will be awarded at Department Convention held in the month of June.

PRIVACY ADDENDUM MUST BE INCLUDED WITH EACH SCHOLARSHIP APPLICATION.

PRIVACY ACT ADDENDUM – SCHOLARSHIP APPLICATION

All applicants should review information requested. None of the information is required by law and is therefore disclosed voluntarily. It will be used in considering an applicant for the Scholarship, publicity and related purposes. NOT providing for this Award.

AUTHORIZATION TO RELEASE INFORMATION

Except as specified below, all personal information contained in my application for the AMVETS Ladies Auxiliary Department of Ohio or Betty J. & Paul C. Walsh Memorial Scholarship Fund, or Career Start Scholarship may be used by the award sponsor for promotion and publicity purposes.

EXCEPTIONS: (Specify personal information which you do not want released).

Signature: _____

Dated: _____



**BETTY J. AND PAUL C. WELSH
AND
AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO SCHOLARSHIP**

Guidelines

The AMVETS Ladies Auxiliary Department of Ohio Scholarship has been established to recognize and reward academic achievement, need and potential of students; to stimulate recruitment of well qualified candidates for careers in our society today.

Eligibility

1. The applicant must be a son, daughter, or grandchild of a member of AMVETS Ladies Auxiliary.
2. Be in at least his/her second year of undergraduate study at an accredited College or University.

Requirements

1. The applicant must submit a paper of not more than 300 words, not less than 200 words about him/herself. It should include past accomplishments, career and educational goals and objectives for the future.
2. Three (3) letters of recommendation, one of which may be the faculty advisor, (exclude family members).
3. Copy of his/her official College transcripts.
4. Copy of sponsor Ladies Auxiliary member's card, and relationship.
5. Completed copy of application form, (incomplete applications will be disqualified).
6. Signed copy of the Privacy Act Form.
7. Must have 2 point grade average.
8. Male applicants, 18 years or over, must have an affidavit from Selective Service Board, stating they have registered.

Judging Criteria

Criteria for judging the elements in the candidate dossier will be considered in the following manner:

- | | | |
|----------------|-----|---|
| 1. Personality | 5% | Three (3) letters of reference as to student's potential in regard to specialized field. |
| 2. Scholastic | 35% | Scholastic transcript of semester average for courses taken in previous years with explanation of grading system. |
| 3. Aim | 20% | Based on the student's paper (maximum 300 words) |
| 4. Need | 30% | The information on application form regarding the financial status of the applicant, the family and the actual need of student. |

Applications must be submitted to the Current Chaplain/Scholarship Chairperson by May 1.



**BETTY J. AND PAUL C. WELSH AND
AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO SCHOLARSHIP**

STUDENT DATA – Please Print (This form must be filled out completely).

1. Name _____ 2. Phone No. _____

3. Address _____
Street City State Zip Code

4. List educational background since Junior High, stating with College or University presently enrolled in:

Name of School

Date Attended

Date Graduated

5. List all High Schools, Colleges and Community Activities you have participated in including offices held and awards received.
(Use other side if necessary).

6. List all employment during the past two (2) years, showing income.

PARENT / GUARDIAN OR SPOUSE INFORMATION

7. Father's/Spouse Name _____ Occupation _____

Address _____

Mother's Name _____

8. Parent's Monetary Assistance \$ _____ Student's Annual Income \$ _____

9. Siblings and Ages _____

10. Sponsored by _____ Auxiliary Name & Number _____

Please attach a copy of the Sponsor's AMVET S Ladies Auxiliary membership card.

I/We certify that all information is true, complete and accurate to the best of our/my knowledge. I/We agree to provide, if requested, any other documentation necessary to verify information required. Any false information will be cause for denial, reduction or withdrawal of the scholarship offered.

Student's Signature _____

AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO CAREER START SCHOLARSHIP

Guidelines/Application

The Career Start Scholarship has been established to recognize our members who are the non-traditional student, re-entering the work force, starting a new career or changing careers later in life. NOT to include a Master's Degree.

Eligibility

1. The applicant ***MUST*** be a member of AMVETS Ladies Auxiliary.
2. Be enrolled at an accredited Technical School, Business School, College or University.

Requirements

1. The applicant ***MUST*** submit a resume of not
more than 500 words or less than 200 words about herself. It should include any career accomplishments.
2. Copy of current Membership Card for AMVETS Ladies Auxiliary.
3. Completed copy of Application form, pages 2 and 3, (incomplete applications will be disqualified).
4. Signed copy of the Privacy Act, (page 3).
5. Local Ladies Auxiliary President's signature is required.

Judging Criteria

Criteria for judging the elements in the application dossier will be considered as follows:

- | | |
|---------|--|
| 1. Need | 45% - The information on the application for regarding the financial status of the applicant, the family and the actual need of the student. |
| 2. AIM | 30 % - Based on the student's resume (maximum 500 words) |
| 3. | 25% - Based on neatness and the ability to follow directions. |

Applications must be received by Department Headquarters by May 1.
Please include ALL Required Materials.

AMVETS Ladies Auxiliary Department of Ohio Use ONLY – Career Start Scholarship



**AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO
CAREER START SCHOLARSHIP APPLICATION**

STUDENT DATA – Please Print (This form must be filled out completely).

1. Name _____ 2. Phone No. _____

3. Address _____
Street City State Zip Code

4. List educational background since Junior High, stating with College or University presently enrolled in:

Name of School

Date Attended

Date Graduated

5. List all High Schools, Colleges and Community Activities you have participated in including offices held and awards received. (Use other side if necessary).

6. List all employment during the past five (5) years, showing income.

SPOUSE INFORMATION

7. Spouse Name's _____ Occupation _____

10. Address _____
Street City State Zip Code

9. Student's Annual Income \$ _____ Spouse's Monetary Assistance \$ _____

10. Tuition for year/semester – Technical/Business School, College or University \$ _____

Please attach a copy of your AMVETS Ladies Auxiliary Membership Card.

(Department of Ohio Use ONLY – Career Start Application)