

THE HISTORY OF THE DISABLED AMERICAN VETERANS AUXILIARY

The first concrete step toward the formation of an organization to help the wounded and disabled veteran came on Christmas Day, 1919, at a gathering of disabled veterans hosted by Judge Robert Marx, himself a seriously disabled and much decorated veteran of World War I. A few months later, Judge Marx called a meeting of more than 200 vocational trainees at the Ohio Mechanics Institute in Cincinnati. This actually was the beginning of the DAV.

The first national convention of the DAV was held in Detroit in July 1921. In 1922 the necessity for an auxiliary to be composed of the wives, mothers, sisters, and daughters of war's disabled and the gold star relatives of those who had given their lives in defense of their country, was recognized by the DAV leaders. These leaders fully realized that only those women closely associated with, and vitally interested in, the disabled's problems would be in a position to help them and continue to devote their time and efforts to this service as long as the need demanded.

At the San Francisco National Convention in 1922, plans were perfected for the formation of the Women's Auxiliary, Disabled American Veterans of the World War, now known officially as the Disabled American Veterans Auxiliary and Mrs. John Paul Jones was chosen as the first national commander of the auxiliary.

This organization, founded on a single impulse of an unselfish desire to render service to the disabled veterans and their dependents, to make every effort possible to rehabilitate them, to alleviate the sufferings of those who would never be able to take their place in the normal walks of life again and to provide for their families, spread rapidly throughout the country.

The first regular national convention of the auxiliary was held in Minneapolis, in June

1923. A permanent organization was then established. A national constitution and bylaws was adopted, and Mrs. Robert Renton of Walla Walla, Washington, was elected as the National Commander. By 1924 there were 20 active units, now there are more than 1,000.

Saturday, February 24, 1926, the first Forget-Me-Not day was held. At the Detroit Convention, July 31, 1929, Argonne Day, which is September 26, and Armistice Day, November 11, were designated as the official Forget-Me-Not days with the understanding that units may conduct a drive on dates other than those, because of weather or other local conditions. Argonne Day is the commemoration of the last big decisive "push" of World War I in the Meuse-Argonne forest. There, the allies fought and won the great battle on September 26, 1918.

In 1932, the National Department of the DAV called upon the auxiliary units throughout the United States to make voluntary contributions to the DAV Service Officer Program beginning with \$415.00 in 1932 and through the auxiliary membership the fund grew to \$9,652.00 in one year. In 1953 the parent organization agreed that this rehabilitation fund program be discontinued and be replaced by an expansion program for auxiliary growth.

The DAVA became interested in patients with Hansen Disease at Carville (Gillis W. Long Hansen's Disease Ctr.) located in Louisiana. Donations were sent for various projects. The first DAVA sponsored project was a Washington birthday party on February 22, 1957. WE HAVE SINCE DISCONTINUED THIS PROGRAM SINCE MOST OF THE GROUNDS NOW HOUSE A PRISON FACILITY.

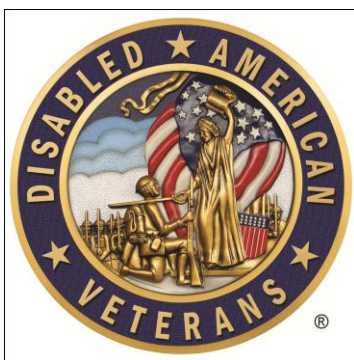
Other programs of the Auxiliary have been added and have grown due to the need and the times. Annually, more than a million

hours of Non-VA and VAVS hospital work are reported by the units throughout the country.

More projects that have grown from small beginnings are in the areas of Americanism, Community Service, Freedoms Foundation, Junior Activities and of course our VAVS program with the various sub-programs under its umbrella.

The reason for the existence of the Disabled American Veterans Auxiliary is service. This is clearly stated within our Constitution under "Purpose."

OFFICIAL EMBLEM OF THE DISABLED AMERICAN VETERANS



Columbia signifies the United States.

She is knighting a soldier who represents the armed forces.

This emblem appeared on certificates of appreciation that were issued to those serving in World War I, and these were signed by President Woodrow Wilson.

It is copyrighted as the official emblem of the Disabled American Veterans.

Probably you have seen the DAV emblem in most of the forms existing today. It appears on lapel pins, flags, and shoulder patches. It is a familiar part of all DAV caps. It is used on stationery, official documents, awards, plaques, business cards, and many other forms of official DAV material. Ever wonder how or why the DAV adopted its official emblem?

Our emblem was selected as the official symbol of the Disabled American Veterans when our organization was founded, way back in 1921. At that time, the organization was known as the Disabled American Veterans of the World War.

The emblem is a replica of an original etching drawn and designed by a well known artist of that day – E. M. Blatchfield – at the special request of Woodrow Wilson. It was used as the central design on a certificate which was presented to every soldier, sailor, and marine who had been wounded in action during honorable service in World War I.

The impressive certificate was headed by the words, "Columbia Gives to Her Son the Accolade of the New Chivalry of Humanity." The emblem was displayed under those colorful words. Below it, the name of the man and the outfit with which he served was printed, and under that the following words: "Served With Honor in the World War and Was Wounded in Action."

The certificate was signed by President Woodrow Wilson.

Several characters of importance are in the design. Our flag, of course, is seen in the right-hand background.

The woman in the long flowing white gown is Columbia. Who is Columbia? Several years before the Revolutionary War many of the people living in the thirteen colonies felt that our country should have been named Columbia after its discoverer, Christopher Columbus. Throughout the war, poets used the name "Columbia" to describe their new nation which was to become the United States. The name continued to become popularized after the war, and a symbolic figure of a woman dressed in flowing garments and holding an American flag emerged from the pens of artists. It became a familiar figure for statues and pageants to depict America. Some people think the statue of the Capitol dome in Washington,

D.C., is Columbia. But it isn't. That is a statue called the Statue of Freedom.

Columbia, in the DAV emblem, is knighting a World War I soldier. She is honoring him for his bravery in protecting humanity, and a group of soldiers stands at attention in the background.

President Wilson and the artist authorized our organization to use the design for the official emblem of the Disabled American Veterans of the World War. The emblem was adopted.

One of the original founders of the DAV, Judge Robert S. Marx, applied for and was granted a patent on the emblem in 1921. It has been used since that time.



The following is an excerpt from a news story published by the DAV many years ago pertaining to the origin of Forget-Me-Not drives. Since that time, the name of the organization has been changed to DISABLED AMERICAN VETERANS, and its ranks now include veterans from subsequent wars and conflicts.

ORIGIN OF FORGET-ME-NOT DRIVES

In the Meuse-Argonne Forest the last big decisive "push" of the World War was fought and won by the allies on Argonne Day, which was September 26th. The Disabled American Veterans of the World War enlisted the aid of the general public in waging the battle for justice still being fought by thousands of unfortunate disabled veterans whose claims for government treatment and compensation had been denied because of the deficiencies of the law or of the evidence submitted by them. On that date Forget-Me-Nots were first offered for sale in every large town and city throughout the nation, to a grateful people who had not forgotten their wartime promises that nothing would be too good for the returned soldier. The wearing of a Forget-Me-Not on Argonne Day, therefore,

meant much more than the expression of a sentiment; it carried with it as well, the fact that the wearer was performing an unselfish service in assisting unfortunate and needy Disabled American Veterans. By remembering the living, we can best honor the dead. Through the sale of the little blue flowers of remembrance, the DAV hoped to realize sufficient funds to carry on its important work for the coming years. The first Forget-Me-Not Day was February 24, 1926.

At the Detroit Convention, July 31, 1929, Argonne Day, September 26, and Armistice Day, November 11, were designated as Forget-Me-Not Days with the understanding that units may conduct a drive on dates other than the above because of weather conditions or other local circumstances.

In accordance with the custom established at the White House at the time of the Disabled Veterans of the World War's first annual appeal to the public through the medium of the Forget-Me-Not sale, President Calvin Coolidge, while at the summer White House, issued a proclamation calling upon the people of the U.S. to support the organization's call for assistance in which he commended the DAV as one of the agencies which has given the government needed assistance by assisting in every possible way in alleviating the sufferings of those veterans of the recent conflict for whom the war still endures.

WHERE DID THE FORGET-ME-NOT GET ITS NAME

There are many legends and stories concerning the Forget-Me-Not, of course none have been verified; however, here are two such tales.

God was looking at the world that He had created and felt that He needed to place beautiful colors as a finishing touch to make the world a joy for the eye and the soul. He then told the little cherubs that they would be sent to earth to give pleasure to man by blooming as bright and glorious flowers.

“These will remind man that whenever there is desperation and the feeling that all is lost they have only to look around and see one of you in all your majesty.” After He had almost completed His work the tiniest, chubbiest and youngest cherub came to Him for the third time and jumped on His lap. “Father what am I supposed to be?” God looked down at him and with a smile and a pat on the cherub’s head He said, “Forget-Me-Not.”

According to history, during the reign of King Edward, a young man and his lady were strolling on the margin of a lake. They discovered some flowers some distance from the lake’s inner bank. In the true spirit of chivalry, the lad swam to the off shore island and plucked the flowers for the lady. As he was returning, feeling that he could not reach the shore, he cast a last affectionate look toward the lady, threw the flowers and said, “Forget-Me-Not.” It is our “Forget-Me-Not” sale that says to everyone throughout the year “Remember Me.” When we pass the flowers to eager hands upon the street we are saying, “Remember and Forget me not, I am a Disabled American Veteran.”

HISTORY OF FORGET-ME-NOT LUNCHEONS

In 1921 a luncheon was held in the home of Adelaide Irwin’s apartment to plan the first National Convention, which had been deemed necessary by the parent organization. Adelaide was a “war time necessitated transplant from New York City” whose family resided in the elite type, in those days, a three-story brownstone flat. By the time the convention was held in El Paso in 1927 members had learned that some officers and a “select” group of members had lunch together during each convention for comradeship and politics. This terminology derived from the DAV calling one another “Comrade.”

The current officers were not the least bit receptive to a change in this format, since it permitted the little “click” getting together.

The delegates voted to adopt the official flower, Forget-Me-Not, after which, a delegate was successful with a motion to have a luncheon for those who wished to attend. The motion carried. Following this decision, it was to be known as the Forget-Me-Not Luncheon, regardless of the size of the attendance.

As recalled by:
Catherine Early, PNC – 1988

HISTORY OF THE FALL CONFERENCE

The first National Conference of the DAVA was held in February 1948 at Colorado Springs, Colorado. Colorado Springs at that time was considered the National Headquarters, and was located in the private home of the National Adjutant Ann Fouts Weber. Since then, we have had a conference every year.

At the first conference, the members of the group recommended that future meetings be held in the fall; so two conferences were in calendar 1948, one in February and one in October. On several occasions, it has been necessary to schedule the meetings in early November.

In February 1948, at least twenty-six women gathered together at the home of the National Adjutant. According to some of the people who were there, the house was crowded with members who were interested in learning more about the DAV Auxiliary. The ladies were happy to have the opportunity to get acquainted with one another and, although they were busy, they still found time to take sightseeing tours in the surrounding area. For many of the members, this was their first visit to Colorado.

Some of the officers spent the nights in the home of the National Adjutant, but of course she couldn’t accommodate all 26 of them, so the majority of the ladies had rooms at the local hotels. The members of the Headquarters Staff served lunch following the morning sessions and they took pictures, some of which were published in the Forget-

Me-Not papers. This conference, like those that followed, concluded with a banquet at the Acacia Hotel or at the Alta Vista Hotel. At the second conference in October 1948 the attendance totaled 41 and it has grown larger every year since that time.

Originally known as the Commander and Adjutants Conference, the meetings were later designed for the benefit of all members, and since 1953, this meeting has been referred to as the Fall Conference.

It was soon obvious that the Fall Conference provided an opportunity for meetings of the National Finance Committee and the NEC's. In 1964, the National Chairmen, for the first time held a meeting to discuss plans for their programs and try to simplify the questionnaires. It was also hoped that they could eliminate any overlapping of the various programs. During the previous year, the National Judge Advocate began holding a school of instruction on the Constitution and Bylaws.

Eighteen Fall Conferences were held in Colorado Springs, Colorado, through the fall of 1964. One year later, the headquarters of the auxiliary moved temporarily to Cincinnati, Ohio. After the auxiliary moved to Ohio a fire broke out in the building, but fortunately, no current DAVA records were lost.

Following the dedication of the new DAV building in November 1966 in Cold Spring, KY, the Auxiliary National Headquarters office became firmly established in the headquarters building of our parent organization and is located there at this time.

Since 1965 the majority of the conferences have been held in the Cincinnati area; however there have been times when it has been held in surrounding areas such as Kentucky and other sites.

The Fall Conference is a well-planned part of the functions of the organization and it plays an important role in the preparation for

each coming year. Here, the members are given an opportunity to ask questions, make suggestions, and hopefully, to get help in solving problems. Certainly it plays an extremely important role in helping our members understand and carry out the work of the Disabled American Veterans Auxiliary.

Excerpts above
From research by:
Thelma Williamson, PNC

HISTORY OF THE EDUCATION LOAN FUND

In 1930, the Education Loan Fund was started to assist children of the members of the DAV and Auxiliary in their goals for a higher education. The final loans were granted in 2010 when the DAV Auxiliary Education Scholarship Program was launched. Through the years, hundreds of students were assisted by the education loan program through national mandates and the generosity of units, members, and state departments.

The following letter gives a brief history of the National Education Loan Fund from its inception. As a committee member and director of the Education Loan Fund for more than thirty years, Eunice Bluestein was asked to document the history of this fund. She was originally from Cincinnati, Ohio, but moved to Florida, where she remained active in the DAV Auxiliary until her death.

When asked to write a history of our National Education Loan Fund my first question was "Where to begin?" The simplest answer was "begin at the beginning," and that is what I will try to do.

At the National Convention in New Orleans in 1930, National Auxiliary Commander Cora Lambertson appointed an interim committee to study the formation of a fund to help the children of our DAV and Auxiliary members to further their education. She appointed Past National Commander Violet Thomson to head this committee with four additional members; one of those members was me, Eunice Bluestein. The committee was to gather information on loans

and scholarships throughout the country and report back at the next convention.

The committee met the next year and drew up the Rules and Regulations governing our Loan Fund. It was to be named the National Education Loan Fund and Past National Commander Genevieve Brown was appointed Chairman. She was to serve for five (5) years, and the rest of the committee was appointed to serve four (4) years.

In order to finance the Fund, each unit was mandated to pay \$12.00 annually. As the funds increased, the mandate was reduced to \$10.00 in 1940, to \$6.00 in 1943, and to \$3.00 in 1952.

The amount of the loan, starting at \$150.00 annually was increased in 1950 to \$200.00. We hope this convention will approve an increase.

The women who served on the original Committee planned well and with foresight. This is evidenced by the fact that very few changes have been made in its Rules and Regulations since its inception. Only those changes found necessary in order to keep current with the changing times.

In 1941, I was appointed Chairman of this Committee by Past National Commander Barbara Spargur. There was much to be learned in the management of this Fund and the business of impressing upon our students the necessity of prompt repayment of their loan, so that others may have the opportunity of using the Fund. As our funds increased, U.S. Bonds were purchased so that we would have a reserve fund. We found that collecting money was not nearly as popular as giving it out. Persistent effort in locating those students, with whom we had lost contact, was followed, with the result that many contacts have been renewed, while others have completely ignored our letters.

In 1965 the Carrie Lawson Memorial Fund was established by the many friends of our beloved Past National Commander Carrie Lawson. This fund was for students studying some form of medicine. Two students have been the recipients of this fund and both have fully repaid their

loans. The original amount of \$1,073.00 contributed is intact.

In 1965 National Headquarters moved to Cincinnati, with no funds to carry on the business of our Auxiliary. At the request of our National Commander Margaret Burke, I was instructed to turn over the monies in our Loan Fund to them. There was a total of \$17,846.46 in the fund. The full amount was repaid to the fund this year. Also this year, we received a contribution of \$5,000.00 from the Department of Florida, Disabled American Veterans. We are most grateful for their generosity.

Since the inception of our Loan Fund we have assisted over two hundred (200) students, and to our knowledge only two of them are deceased.

For the past thirty years, it was my honored privilege to serve as the Chairman and then the Director of our Loan Fund Committee. The contacts made and the opportunity of working with our young people and returning veterans by listening to their problems, advising and helping them to plan for their life's work has been an unforgettable experience. Although, through the years, I have met, in person, only ten of them, one gets to know them quite well through their letters. I have received invitations to their graduations, their wedding and even pictures of their new babies. I will miss these contacts.

I feel certain that after this is on its way to National Headquarters, I will remember many things that should have been in this history, but thirty years is a long time to look back.

My very best wishes to the new Director and my hope that this Fund will continue for many years, to serve our DAV youth. They are our hope for the future of a peaceful America.

*Respectfully submitted
Eunice Bluestein, 1971*

AMERICANISM

This is one program that all units can and should participate in. It does not require great sums of money, traveling, or even a unit with a large membership. It does, however, require a team effort and time. The Americanism Chairman always presents a report at all unit meetings. The unit should be instructed on the correct way to give the pledge, the importance of voting, displaying the flag properly and participating as a unit in all holidays, such as Flag Day, Veterans Day, Memorial Day, July 4th and local holidays. The chairman should keep accurate records of the activities of the unit and plan a special Americanism Program to be held sometime during the year.

CITIZENSHIP

Auxiliary members should be encouraged to register, be informed concerning the candidates' character, experience, political record and views on important issues. Their stand on veterans' benefits should be closely watched. Stress the need of each member voting in all local, state and national elections. Special emphasis should be given each year to commemorate "Citizenship Day" on September 17 and "Constitution Week" which is observed the week of September 17. Auxiliaries are encouraged to review historical events which led to the framing of our United States Constitution; to participate in their community's activities that week; and assist in recognizing new citizens who have been naturalized during the year and those who became of voting age.

Whenever possible, we should assist our foreign born in securing their citizenship by conducting classes or advising them where they may attend classes. Auxiliaries should keep abreast of their state's procedures in educating aliens. Information and data can be obtained from immigration and naturalization offices located in federal buildings.

Special attention and assistance should be given to the foreign spouses of our service people, encouraging them to become American citizens.

PRESENTATIONS

Flag presentations may be made to schools, scout groups, church groups, city and civic groups and businesses.

Presentations of copies of the Constitution, Declaration of Independence, Oath of Allegiance, Bill of Rights and How to Display and Respect the Flag of the United States may be made to any of the above. Literature can be obtained on a local level or possibly by writing to your congressman. The government printing office is also a good source for brochures along with information from the internet.

The Flag Customs and Dedication of Colors are referred to in the National Constitution and Bylaws. See the Table of Contents of your bylaw book.

KNOW YOUR AMERICA WEEK

The week of Thanksgiving each year is "Know your America Week." Contacts should be made with churches and schools concerning special programs detailing the many and varied aspects of our American heritage and history. All available means should be used to publicize these programs.

FREEDOMS FOUNDATION

Freedoms Foundation is located at Valley Forge, Pa. It is a national educational institution dedicated to understanding and improving the fundamentals of the American Way of Life as expressed in the Declaration of Independence, the Constitution and the Bill of Rights. It is non-political, non-sectarian and makes no recommendations on political issues or candidates.

It was founded March 1949 by the Honorable Don Belding of Los Angeles, Dr. Kenneth D. Wells of Bedford Hills, NY, and the late Mr. E.F. Hutton of New York City. Its purpose is to create a continuing positive approach to responsible citizenship, patriotism and the American Way of Life. This is done through the National Awards Program, teachers' graduate-credit seminars on the campus and other educational and public media programs, which help to encourage Americans to learn more about their heritage. Over 20,000 awards have been made since its founding in 1949.

Every other year, our National Auxiliary Commander is invited to sit on the panel of judges along with other dignitaries to study and recommend the winners in various categories. This is usually held in November and it is a full week of reading, studying and finally making the decision for the awards, which are presented to the winners in February.

Over the years, the Disabled American Veterans Auxiliary has donated: A Bronze Plaque (this is located in the Medal of Honor Grove), a stained glass window located in the George Washington Building, four marble benches, picture projector and equipment, furniture for the director's office and printing for a brochure that was entitled Guidelines for American Way of Life.

Since 1973 our donations have been used for the Scholarship Program. Through these donations we have been able to provide teachers with scholarships. We will continue to grow in this program as donations grow. This program is sustained through the donations of the local, state and individuals of our organization.

REQUIREMENTS FOR OUR AMERICANISM PROGRAM

A special public Americanism Program is to be held during the year. Prominent speakers and outstanding people should be scheduled to appear on this program.

Insure that adequate publicity is given and that the public is invited.

Your junior auxiliary members can be enlisted to assist you in the SPECIAL AMERICANISM PROGRAM as well as your yearly Americanism activities.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was penned by Francis J. Bellamy in 1892 in honor of the 400th anniversary of the arrival of Columbus in the Americas. Columbus Day was to be celebrated for the first time as a national holiday and the pledge was written to be given on that day in October. It was first published on September 8, 1892, and was added to the Flag Code of the United States in 1945. Mr. Bellamy was the same man for whom a Hillsborough County school and the last city of Tampa fireboat were named. He was once the advertising director for Tampa Electric Co. and died in 1931. His original version of the Pledge was as follows:

"I pledge allegiance to my Flag and to the Republic for which it stands; one Nation indivisible, with Liberty and Justice for all."

Now, when giving the Pledge of Allegiance, we are to remind all members that they must free their hands and place their right hand over their heart and repeat the Pledge of Allegiance as follows:

"I pledge allegiance to the Flag of the United States of America. (Pause) And to the Republic for which it stands. (Pause) ONE NATION UNDER GOD, (Pause) indivisible, (Pause) with liberty and justice for all."

THE AMERICAN CREED

"I believe in the United States of America, as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a Republic; a sovereign nation, and many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality,

justice, and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it my duty to my country to love it, to support its Constitution, to obey its laws, to respect its Flag, and to defend it against all enemies.” William Tyler Page.

HONOR OLD GLORY

The American Flag, or “Old Glory” as many of us call her, is a symbol of all things great, not only in America but also throughout the world. She is the symbol of Freedom, Equality and Progress. The sight of her calls to remembrance events past that have shaped much of the goodness in the world today. To all people of the Free World, the American Flag is a symbol of hope, of charity, of a peaceful tomorrow. Honor Old Glory and when she passes, remove your hat, place your right hand over your heart or salute her, but don’t insult her by ignoring her.

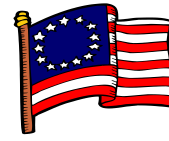
On June 14, 1877, Congress resolved “That THE FLAG of the United States be 13 stripes alternate red and white, that the Union be 13 stars white in a blue field representing a new constellation.” June 14 has been officially recognized as FLAG DAY since August 3, 1949.

HISTORY OF THE FLAG

The first official American flag, the Continental or Grand Union Flag, was displayed on Prospect Hill, January 1, 1776, in the American lines besieging Boston. It had thirteen alternate red and white stripes, with the British Union Jack in the upper left corner.

On June 14, 1777, the Continental Congress adopted the design for a new flag, which actually was the Continental flag, with the Red Cross of St. George and the White Cross of St. Andrew replaced on the blue field by thirteen stars, one for each state. No rule was made as to the arrangement of the stars, and while they were usually shown in a circle, there were various other designs.

It is uncertain when the new flag was first flown, but its first official announcement is believed to have been on September 3, 1777.



The first public assertion that Betsy Ross made the first Stars and Stripes appeared in a paper read before the Historical Society of Pennsylvania on March 14, 1870, by William J. Canby, a grandson. However, Mr. Canby on later investigation found no official documents of any actions by Congress on the flag before June 14, 1777. Betsy Ross’s own story, according to her daughter, was that Washington, Robert Morris and George Ross, as representatives of Congress visited her in Philadelphia in June 1776, showing her a rough draft of the flag and asking her if she could make one. However, the only actual record of the manufacture of flags by Betsy Ross is a voucher in Harrisburg, Pa., for 14 pounds and some shillings for flags for the Pennsylvania navy.

On January 13, 1794, Congress voted to add two stars and two stripes to the flag in recognition of the admission of Vermont and Kentucky to the union. The fifteen-star, fifteen-stripe flag, was made by Mary Young Pickersgill, was raised over the ramparts of Fort McHenry, Maryland, and inspired Francis Scott Key to write the poem that is now our National Anthem, “Star-Spangled Banner” on September 14, 1814. By 1818, there were twenty states in the Union, and as it was obvious that the flag would soon become unwieldy, Congress voted April 18 to return to the original thirteen stripes and to indicate the admission of a new state simply by the addition of a star. Two stars were added July 4, 1912, for New Mexico and Arizona. President Eisenhower signed a bill on July 7, 1958, to make Alaska the 49th state, and on August 21, 1959, Hawaii, the 50th state, was officially admitted to the Union.

Source: Encyclopedia Britannica

REVIVE THE GLORY DAYS OF OLD GLORY

Hello. Remember me? Some people call me Old Glory, others call me the Star-Spangled Banner, but whatever they call me, I am your flag, the flag of the United States of America. Something has been bothering me.

I remember some time ago, people would line up on both sides of the street to watch the parade, and naturally I was leading every one, proudly waving in the breeze.

When your daddy saw me coming, he removed his hat and placed it against his left shoulder so that his hand was directly over his heart. Remember? And you, I remember, were standing there straight, as a soldier. You didn't have a hat, but you were giving the right salute. Remember your little sister? Not to be outdone, she was saluting the same as you.

What happened? I'm still the same old flag. Oh, maybe I've added a few more stars since you were a boy, and a lot more blood has been shed since those parades of long ago. But now, somehow, I don't feel as proud as I used to feel. When I come down your street, you just stand there with your hands in your pockets. You may give me a small glance, and then you look away. I see children running around and shouting; they don't seem to know who I am. I saw one man take his hat off, then he looked around, and when he didn't see anybody else take off his hat, he quickly put his on again.

Is it a sin to be patriotic today? Have you forgotten what I stand for, and where I have been? Anzio, Guadalcanal, Korea, Vietnam, Saudi Arabia, Afghanistan and Iraq.

Take a look at the memorial honor rolls and see the names of those patriotic Americans who gave their lives to keep this republic free. When you salute ME, you are actually saluting THEM.

Well, it won't be long until I'll be coming down your street again. So when you see me, please stand straight and place your hand over your heart. I'll salute you by waving back.

I AM THE FLAG OF THE UNITED STATES OF AMERICA

I AM THE FLAG OF THE United States of America, my name is old glory. I fly atop the world's tallest buildings. I stand watch in America's Halls of Justice. I fly majestically over institutions of learning. I stand guard with power in the world. Look up and see me. I stand for peace, honor, truth and justice. I stand for freedom. I am confident. I am proud.

When I am flown with my fellow banners, my head is a little higher, my colors a little truer, I bow to no one!! I am recognized all over the world. I am saluted, I am loved, I am revered, I am respected - and I am feared. I have fought in every battle of every war for more than 200 years. I was flown at Valley Forge, Gettysburg, Shiloh and Appomattox. I was there at San Juan Hill, the trenches of France, in the Argonne Forest, Anzio, Rome and the beaches of Normandy, Guam, and Okinawa. The people of Korea, Vietnam and Kuwait know me as a Banner of Freedom. I was there. I led my troops, I was dirty, battle worn and tired, but my soldiers cheered me.

And I was proud. I have been burned, torn and trampled on the streets of countries I have helped set free. It does not hurt, for I am invincible. I have slipped the bonds of earth and stood watch over the uncharted frontiers of space from my vantage point on the moon.

I have borne silent witness to all of America's finest hours. But my finest hours are yet to come. When I am torn into strips and used as bandages for my wounded comrades on the battlefield, when I am flown at half-mast to honor my countryman, when I lie in the trembling arms of a grieving parent at the grave of their fallen son or daughter,

or in the arms of a child or spouse who will have to go on without one who gave their life in a national disaster to save the life of another, as many did at the Pentagon, The World Trade Center Towers and Pennsylvania on September 11, 2001.

MY NAME IS OLD GLORY; LONG MAY I WAVE!

HOW IMPORTANT IS ONE VOTE

Every election held becomes more critical if each of us is to maintain our personal freedom; yet every election finds thousands of eligible citizens who do not vote. They feel that their one vote is not important and doesn't mean a thing. The election of 2000 clearly indicated that a vote is important. It was not clear until the late part of December who the winner for the presidency was and then it was decided by the United States Supreme Court.

HOW IMPORTANT IS ONE VOTE?

In 1645 – One vote gave Oliver Cromwell control of England.

In 1649 – One vote caused Charles I of England to be executed.

In 1776 – One vote gave America the English language instead of German.

In 1845 – One vote brought Texas into the union.

In 1868 – One vote saved President Andrew Johnson from impeachment.

In 1876 – One vote changed France from a monarchy to a Republic.

In 1876 – One vote gave Rutherford B. Hayes the Presidency of the United States.

In 1923 – One vote gave Adolph Hitler leadership of the Nazi Party.

In 1941 – One vote saved selective service just weeks before Pearl Harbor.

In 1948 – Lyndon B. Johnson was elected to the U.S. Senate by less than one vote per precinct in the state of Texas. (He eventually became President of the United States and appointed Thurgood Marshall to the U.S. Supreme Court.)

In 1982 – Governor James R. Thompson was reelected Governor of Illinois by less than one vote per precinct.

How important is one vote? Your vote? A wise man once said, "Liberty means responsibility – this is why most men dread it."

Do you dread it, or do you consider liberty your responsibility – to be preserved where it counts most, in the ballot box? There are white crosses here and abroad that commemorate our youth who died to give you this privilege. Is your vote important? Was their life important? You be the judge.

POW/MIA **"THE EMPTY TABLE"**

We call your attention to this small table, which occupies a place of dignity and honor. It is set for one, symbolizing the fact that members of our armed forces are missing from our ranks. They are referred to as POW/MIA'S.

We call them Comrade. They are unable to be with their loved ones and families, so we join together to pay humble tribute to them, and to bear witness to their continued absence.

The table is small symbolizing the frailty of one prisoner, alone against his other suppressers. The tablecloth is white, symbolic of the purity of their intentions to respond to their call to arms.

The single rose in the vase, the blood they may have shed in sacrifice to ensure the freedom of our beloved United States of America. This rose also reminds us of the family and of our missing comrades who keep faith while awaiting their return.

The red ribbon on the vase represents the red ribbon worn on the lapels of the thousands who demand with unyielding determination, a proper account of our comrades who are not among us.

A slice of lemon on the plate reminds us of their bitter fate.

The salt sprinkled on the plate reminds us of the countless fallen tears of families as they wait.

The glass is inverted, they cannot toast with us at this time. The chair is empty. They are not here.

The candle is reminiscent of the gift of hope, which lives in our hearts to illuminate their way home, away from their captors, to open arms of a grateful nation.

The American Flag reminds us that many of them may never return and have paid the supreme sacrifice to insure our freedom.

Let us pray to the Supreme Commander that all our comrades will soon be back within our ranks.

Let us remember and never forget their sacrifice.

May God forever watch over them and protect them and their families.



As of December 2002 the number of Americans still missing and unaccounted for from the Vietnam War is 1,891. Total in Vietnam, 1,444. In Laos, 382, in Cambodia, 57, and 8 in the territorial waters. These are the statistics of the Department of Defense.

FLAG FOLDING CEREMONY

THE POINT OF HONOR of the flag of the United States is a canton of blue containing the stars representing the states of those who served. The point of honor of the flag of the United States dresses from the left to the right and the only time it is inverted and displayed in the manner in which you see it today is when it comes to serve as a pall on the casket of a veteran who has served his country honorably in uniform.

In the evening, in the Armed Forces of the United States at the ceremony of Retreat 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 of Reveille and ran up aloft as a symbol of our belief in the resurrection of the body.

The First fold of our flag is a symbol of life.

The Second fold is a symbol of our belief in the eternal life, and the fold we make in honor and remembrance of this veteran whom we are commemorating today, for he, too, gave a portion of his life for the defense of our country and our flag, and we are here today to perform this flag-folding ceremony in order to show forth to his family and friends that his efforts to attain peace throughout the world have not been in vain and shall never be forgotten.

We fold to the left in the shape of a triangle, for this is where our hearts lie. It is with our hearts 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.

We fold again to the left in the shape of a triangle, representing our weaker nature; for we, as American citizens, trust in God, and it is to Him we turn in times of peace, as well as in times of war, for His divine guidance.

We fold to the right as a tribute to our Armed Forces; for it is through these same Armed Forces that we protect our country and our flag from all her enemies, whether they be found within or without the boundaries of our Republic.

We fold again to the right as 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."

We fold to the left as 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.

We fold again to the left as a tribute to our Womanhood; for it has been through their faith, love, loyalty, and devotion that the characters of the men that have made this country great have been molded.

We fold to the right as a tribute to Father; for he, too, has given of his sons for the defense of our country since she was born.

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

We fold to the left in the shape of a triangle, for, in 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.

We fold again to the left in the shape of a triangle; for, in the eyes of the Christian citizen, this represents an emblem of Eternity and glorifies in their eyes God the Father, God the Son, and God the Holy Spirit.

When our flag is completely folded, the stars are uppermost, which reminds us of the national motto "IN GOD WE TRUST."

After the flag is completely folded and tucked in, it takes on the appearance of a three-cornered cocked hat, ever reminding us of the soldiers who served under General George Washington, and the sailors and marines who served under Captain John Paul Jones, and, followed by their comrades and shipmates in the Armed Forces of the United States have preserved for us the rights, privileges, and freedom which we are enjoying today.

TAPS

A familiar melody to all that have ever attended a military funeral or a memorial service. There are no official words to this melody; however, these are the words that are accepted.

"Day is done, gone the sun,
From the hills, from the lake,
From the skies.
All is well, safely rest.
God is nigh.

Go to sleep, peaceful sleep,
May the soldier or sailor,
God keep.
On the land or the deep,
Safe in sleep.

Love, good night, must thou go,
When the day, and the night
Need thee so?
All is well. Speedeth all
To their rest.

Fades the light; and afar
Goeth day, And the stars
Shineth bright.
Fare thee well; day has gone,
Night is on.

Thanks and praise, for our days,
'Neath the sun, 'Neath the stars,
'Neath the sky.
As we go, this we know,
God is nigh."

ARLINGTON

In the beginning of 1802 a house was in the first stages of construction. It was being built by George Washington Parke Custis, adopted son of George Washington. It was to be a memorial to George Washington and would house the largest collection of memorabilia in his honor. Custis owned 15,000 acres; however, he chose the choice location just north of Mt. Vernon, consisting of 1,100 acres for this purpose. It would take him 16 years to complete this project.

This man, who was so dedicated in honoring his stepfather, had a daughter, Mary Anna Randolph Custis. She would be the sole beneficiary upon the death of her father. Mary Anna married a military man, which did not please her father. His name was Robert E. Lee. Because of his disdain for Lee, he maintained the supervision and maintenance of Arlington House. Upon his death the house became the property of Mary Anna and her husband. It was in severe need of repair and Robert E. Lee's goal was to once again restore it to its original condition. This took many years.

Robert E. Lee was known for his abilities concerning the military field. When rumors of war and secession became louder and louder he was torn apart. Before the actual secession of the south, he was asked, by General Scott, to take command of a new army that was being raised. Lee stated at that time, "I can not take part in an invasion of the southern states or my home, Virginia." General Scott's reply was, "Lee you have made the greatest mistake of your life, but I feared it would be so."

As the dispute between the states came closer, he was requested to again travel to Washington, D.C., to accept a command. His response was, "With all my devotion to the Union and the feeling of loyalty and duty as an American Citizen, I have not been able to make up my mind to raise my hand against my relations, my children, my home." This would be the last trip that he would make, for in 1861 he took command

of the Southern Army and asked his wife, Mary Custis Lee to leave their home across the Potomac and find safety. This she said she would do. Federal troops crossed the Potomac in May and Mary Custis Lee pleaded with General McDowell to protect the wealth of memorabilia of George Washington. His response was that she could rest assured that it would be taken care of. However, this was not done and when it was realized that the request had not been carried out, Federal troops had already taken much of it. The remainder was packed and labeled: "Captured at Arlington."

Military installations were created over the 1,100 acres, including Fort Whipple (on the site of the present Ft. Myer) and also around the mansion known as Arlington House. Arlington House became a Federal headquarters. It was primarily a military camp until 1864. However, due to a law passed it could be confiscated for governmental use, if the taxes could not be paid. They must be paid by the owner of the property and no one else. Mary Custis Lee was in a wheelchair and could not make the trip to pay them in person, so she authorized her cousin to pay them. The taxes amounted to \$92.07. The Federal government refused to accept payment and declared the mansion and the acreage for public sale. The tax commissioners were the only bidders. The property, consisting of 1,100 acres, the mansion and all out buildings, was sold for the amount of \$26,810 and earmarked "for government use for war, military, charitable or educational purposes."

At this time, a brigadier general named Montgomery Meigs, controlled construction of barracks, depots, hospitals, cemeteries, roads and furthermore he hated the Lee and Custis family with a vengeance. He had also been burying bodies on the property illegally. However, after the law was passed and the property passed to the government, he was able to play out his hatred for the family, legally. Even if Arlington was the

only available location capable of satisfying the need for more burial ground there were many plots within the 1,100 acres that could have been used. However, Meigs wanted to make sure that Lee could never return and reside at Arlington House again, and thus began burying bodies up to the very steps of the mansion. It is interesting to note that the body of Meigs is buried within one hundred yards of Lee's rose garden.

After the defeat of the Confederate Army, Lee could not return and he and his wife spent their remaining years at Washington University. He never again revisited Arlington House.

In 1879, his son, George Washington Custis Lee, sued the Federal government and it was declared that the government had deprived Mary Custis Lee her property without due process of law. The property was to be returned to the Lee family. The question was what would be done with the 16,000 bodies buried there. Custis Lee could have demanded that all remains be disinterred and the military post be dismantled. Vengeance was not his goal and so he submitted a letter stating that he would accept compensation for the family loss, in the amount of \$150,000.00. This amount was paid by the government and they were happy to pay it. The memorabilia, the very reason for the Arlington House's existence, was never located except for the few pieces in the Smithsonian.

Note: The oldest grave located in Arlington is that of Mary Randolph who had special ties to the Custis Family.

THE WHITE HOUSE

For over two hundred years, the White House has stood as a symbol of the Presidency, the United States government, and the American people. Its history, and the history of the nation's capital, began when President George Washington signed an Act of Congress in December of 1790 declaring that the federal government would reside in a district "not exceeding ten miles

square ... on the river Potomac." President Washington, together with city planner Pierre L'Enfant, chose the site for the new residence, which is now 1600 Pennsylvania Avenue. As preparations began for the new federal city, a competition was held to find a builder of the "President's House." Nine proposals were submitted, and Irish-born architect James Hoban won a gold medal for his practical and handsome design.

Construction began when the first cornerstone was laid in October of 1792. Although President Washington oversaw the construction of the house, he never lived in it. It was not until 1800, when the White House was nearly completed, that its first residents, President John Adams and his wife, Abigail, moved in. Since that time, each President has made his own changes and additions. The White House is, after all, the President's private home. It is also the only private residence of a head of state that is open to the public, free of charge.

The White House has a unique and fascinating history. It survived a fire at the hands of the British in 1814 (during the war of 1812) and another fire in the West Wing in 1929, while Herbert Hoover was President. Throughout much of Harry S. Truman's presidency, the interior of the house, with the exception of the third floor, was completely gutted and renovated while the Trumans lived at Blair House, right across Pennsylvania Avenue. Nonetheless, the exterior stone walls are those first put in place when the White House was constructed two centuries ago.

Presidents can express their individual style in how they decorate some parts of the house and in how they receive the public during their stay. Thomas Jefferson held the first Inaugural open house in 1805. Many of those who attended the swearing-in ceremony at the U.S. Capitol simply followed him home, where he greeted them in the Blue Room. President Jefferson also opened the house for public tours, and it has remained open, except during wartime, ever since. In addition, he welcomed visitors to

annual receptions on New Year's Day and on the Fourth of July. In 1829, a horde of 20,000 Inaugural callers forced President Andrew Jackson to flee to the safety of a hotel while, on the lawn, aides filled washtubs with orange juice and whiskey to lure the mob out of the mud-tracked White House.

After Abraham Lincoln's presidency, inaugural crowds became far too large for the White House to accommodate them comfortably. However, not until Grover Cleveland's first presidency did this unsafe practice change. He held a presidential review of the troops from a flag-draped grandstand built in front of the White House. This procession evolved into the official Inaugural Parade we know today. Receptions on New Year's Day and the Fourth of July continued to be held until the early 1930's.

Disposal of Flags — Suggested Ceremony

The public should be informed that your organization will hold a Flag Disposal Ceremony. Be sure to include who, what, where, time, date and why. Also give the name and address of a contact person with whom the Flags can be left. Invite the public to attend. You can even do this at a school with their permission. The ceremony can be conducted with few or many participants. You should always use the Commander, Chaplain, Sgt-at-Arms or Conductress and at least two other people to place Flags on a rack. All participants should line up on each side and act as Honor Guard. Audience members should be kept well back from fire area. At this time you would begin the ceremony.

Commander: "Have these Flags been inspected?"

Sgt-at-Arms: "They have."

Commander: "What does your inspection show and what do you recommend?"

Sgt-at-Arms: "These Flags are found to be in an unserviceable condition. I recommend they be disposed of in an appropriate and dignified manner."

Commander: "Comrades, we have presented here these Flags of our Country which have been inspected and condemned as unserviceable. A Flag may be a flimsy bit of printed gauze, or a beautiful banner. Its value may be small or great; but its real value is beyond price, for it is a precious symbol of all that we and our comrades have worked for and lived for, and died for – a free nation of free men, true to the faith of the past, devoted to the ideals and practice of Justice, Freedom, and Democracy.

Let these faded Flags of our Country be destroyed and let no grave of our soldier or sailor go unmarked. We will destroy these Flags by burning."

(At this time the Commander will cut the blue from the Flag.)

Chaplain: "Almighty God, Captain of all hosts and Commander over all, bless and consecrate this present hour. We thank you for our Country and its Flag, and for the liberty for which it stands. To clean and purging flame we commit these Flags, worn out in worthy service. As we yield their substance to the fire, may your Holy Light spread over us and bring our hearts renewed devotion to God and Country. Amen."

(Here an appropriate song could be sung.)

Once the song has ended the Commander will say "Hand Salute." At which time the Flag Detail will proceed with the Flags to the burning rack and all will salute. Once the flags are burned the Commander will say "Two" and the Flag Detail will return to their original position and at this time "Taps" will be played.

After TAPS, the designated persons, usually the Commander and/or Chaplain will collect the ashes. The ashes are placed in an

appropriate container and buried in a designated area often at the base of the Flag Pole. You may dismiss the audience after TAPS or after the burial.

RITUAL FOR A WORN OUT FLAG

On June 14, 1877, Congress resolved “that the Flag of the United States be 13 stripes, alternate red and white, that the Union be 13 stars, white in a blue field representing a new Constellation.”

After this was passed our Flag looked different each time a new State joined the Union because a new stripe was added. The Flag soon required very tall flag poles so on April 4, 1818, Congress enacted: “that from the fourth day of July next the Flag of the United States be 13 horizontal stripes, alternate red and white; that the Union be 20 stars, white in a blue field, that on the admission of every new State into the Union, one star be added to the Union of the Flag and that such additions shall take effect on the Fourth of July next succeeding such admission.”

As states were admitted the position of Stars were changed so that today we have stars in 9 rows: 5 rows with 6 stars and 4 rows with 5 stars.

We, as American citizens, respect our Flag even to seeing that it retains its original beauty, and when it is no longer a fitting emblem for use and must be destroyed, we do it in a dignified way by burning.

The leader says: “I will cut out the Union of the Flag, and when the Union is gone, the Flag is no longer a flag.” The Union is then cut out. It is then placed in the incinerator, 13 members representing the 13 original colonies come forward in order 1 through 13, each dressed in costume representative of the costumes of their day. Beginning with the first colony, each reads (or recites from memory) their part. Then as each one finishes, they take the scissors, and starting at the top of what had been our Flag, they cut off one stripe and place it in the

incinerator. After all stripes have been cut out, the fire is lit.

While the members watch the burning flag, the leader says: “Nothing is really ended until it is forgotten. Our Flag, the symbol of freedom for over 216 million plus citizens of our great land, and the banner under which countless millions have given their last measure of devotion in wars to protect our freedom, will never be forgotten. It is for us the living, in strength and unity, to love and respect our Flag. As we remember our Flag, we know that it represents the living country and it is a precious possession. So let us with pride continue to say.”

“I 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.”

Let us bow for a prayer of dedication. “Almighty God, our creator, we are thankful that we may serve Thee in freedom and peace; grant that we may realize the true meaning of liberty; give us the strength and zeal to keep our country, from sea to shining sea, free of violence and confusion. Direct us, we pray, in the paths of peace. In Thy Name. Amen.”

If possible for this part in the ritual, select a member who is from the state. The one selected recites (or reads) their part, pauses and asks “What State did we become?” pauses for someone to answer, and if they get no response, the name of the state is given and they step aside.

The History of the Tomb of the Unknown Soldier

The idea of honoring the unknown dead originated in Europe after World War I. The first country to honor its unknown warriors from that war was Great Britain. Reverend David Railton while on the Western Front thought at that time of having an unknown serviceman transported back to England and buried with full honors. He had

captured this idea when he came across a rough wooden cross which had been inscribed "An unknown British soldier, of the Black Watch." That grave caused Railton to think! Who was he? Who were they (his folk)? Was he just a laddie? There was no answer to those questions, nor has there ever been. So he thought and thought and wrestled in thought. What could he do to ease the pain of father, mother, brother, sister, sweetheart, wife and friend? Quietly and gradually there came out of the mist of thought this answer clear and strong, "Let this body, this symbol of him – be carried reverently over the sea to his native land."

The Government of the United States was not receptive to this idea. It was the veterans and families of soldiers killed in war that lobbied and fought for this action. The Government relented and began searching for a location for the burial sight.

The original unknown warrior was laid to rest in Westminster Abbey on Armistice Day, November 11, 1920, in an impressive ceremony. The body, borne on a gun carriage was covered with a Union Jack and placed upon it was a steel trench helmet, a khaki belt and a crusader's sword. The service was held in Westminster Abbey and the coffin was guarded by winners of the Victoria Cross which is the highest award for valor. The King scattered French soil, which had been brought from Flanders Field, over the coffin as it was laid to rest. The inscription read:

**A BRITISH WARRIOR
WHO FELL IN THE GREAT WAR
1914-1918
FOR KING AND COUNTRY**

A project such as this was proposed to Army Chief of Staff, General Peyton C. March, in October 1919. He denied the proposal since he felt that the Army Graves Registration Service would eventually identify all American dead. Furthermore, the United States had no burial place for a fallen hero similar to Westminster Abbey.

Congressman Hamilton Fish, Jr., of New York introduced a resolution calling for the return to the United States of an unknown American soldier killed in France and the burial with appropriate ceremonies be at a tomb constructed at the Memorial Amphitheater in Arlington National Cemetery. This was approved in March 1921 and the body of an unidentified soldier, killed in France, was laid to eternal rest at the plaza of the Memorial Amphitheater on November 11, 1921. This soldier represented all the unidentified and missing from World War I.

Since that time an unidentified American service member has been laid to rest with the highest honors for World War II, the Korean War and the Vietnam War.

The Sentinel's Creed

My dedication to this sacred duty is total and whole-hearted. In the responsibility bestowed on me never will I falter. And with dignity and perseverance my standard will remain perfection. Through the years of diligence and praise and the discomfort of the elements, I will walk my tour in humble reverence to the best of my ability. It is he who commands the respect I protect, his bravery that made us so proud. Surrounded by well meaning crowds by day, alone in the thoughtful peace of night, this soldier will in honored glory rest under my eternal vigilance.

**Guarding the Tomb of the Unknown
Soldier**

This duty requires a very special kind of person and it is a great honor to be selected.

Q. How many steps does the guard take during their walk across the Tomb of the Unknowns and why?

A. Twenty one (21) steps. It alludes to the twenty-one gun salute, which is the highest honor given any military or foreign dignitary.

Q. How long does the guard hesitate after “about face” to begin the return walk and why?

A. Twenty one (21) seconds for the same reason as answer 1.

Q. Why are their gloves wet?

A. Gloves are moistened to prevent losing their grip on the rifle.

Q. Do they carry the rifle on the same shoulder all the time, and if not why?

A. The rifle is always carried on the shoulder away from the Tomb. When executing an “about face” the rifle is moved to the outside shoulder.

Q. How often are the guards changed?

A. Guards are changed every thirty minutes, twenty four hours a day, 365 days a year.

Q. What are the physical traits of the guard limited to?

A. For a person to be selected they must be between 5’10” and 6’2” and waist size cannot exceed 30 inches.

Other Requirements of the Guard

They must commit for the privilege of being selected to guard the Tomb; two (2) years of service; live in a barracks under the Tomb; and cannot drink any alcohol on or off duty for the rest of their lives. They cannot swear in public and cannot disgrace the uniform or Tomb in any way.

After two years, the guard is awarded a wreath pin that is worn on their lapel signifying they served as guard of the Tomb.

The guard must obey these rules for the rest of their lives or give up the wreath pin.

Their shoes are especially made with very thick soles to keep the heat and cold from their feet.

There are metal heel plates that extend to the top of the shoe in order to make the loud click as they come to a halt. There are no

wrinkles, folds or lint on the uniform. Guards dress for duty in front of a full-length mirror.

The first six months of duty a guard cannot talk to anyone, nor watch TV. All off-duty time is spent studying the 175 notable people laid to rest in the Arlington National Cemetery.

A guard must memorize who they were and where they are interred. Every guard spends five hours a day getting his uniform ready for guard duty.

COMMUNITY SERVICE

PURPOSE

The purpose of this section is to offer basic guidelines to the units participating in Community Service. It does not restrict the units to participating in the programs mentioned here, for there are many such groups and local projects that are worthy of our time and effort. Let this section be a starting place for your activities to grow in Community Services. Keep an accurate record of time, number of members participating, and cash donations. Remember, it can be work done by one member or a combined effort of the whole unit in the name of the unit.

Community Service is involvement. It is knowing, caring and participating in our surrounding environment. It is being aware of life, and all the responsibilities it holds.

Often we are quick to shake our heads in disbelief at newspaper articles concerning people who witness crimes and vandalism, yet do nothing to assist, because we do not want to get involved. The fear is so deep-rooted that we do not even attempt to pick up a phone. As a result, we lock our doors, refuse to walk the streets, and treat our local law enforcement agencies as our enemies. Could this be you or me? Are we so blind to think that by not caring about the things that go on about us, we will build a strong wall of safety and everything that we dislike or every cry for our help, will stay outside the wall and not affect our lives.

When working in Community Service, let us never forget that we are members of the Disabled American Veterans Auxiliary and our manner and willingness to participate should always be a credit and not a detriment to the name, which we so proudly bear. Becoming involved for the needs of others has a two-fold purpose. We will find it easier to be accepted and aided, when we in turn ask for aid for our organization.

LOOK AROUND! What is the need in your community? Because we are members of the Disabled American Veterans Auxiliary, our first commitment must be to the Disabled Veteran and family. Aid may be given in direct donations, such as food, clothing, and furniture; or it may be given indirectly. How many veterans and their families are helped through fund drives, Meals on Wheels, or work at your neighborhood school? Think about it. Get involved.

FAMILY SERVICE

Family service will include direct aid to families. This may be given in many ways. There may be veterans' families that due to a change in their financial status need assistance with mortgages, utility bills, food and prescriptions, etc. You can help by paying a utility bill, buying groceries, driving members of a family to the doctor or bank. A weekly telephone call or visit may lighten the burden. How about sitting with a veteran or children while mother runs errands?

PROFESSIONAL AND TRADE SERVICES

These services are also direct services to families. Your unit may have a qualified person who would volunteer to help a veteran and his family. Your unit may wish to pay for a doctor or dental bill. Any assistance you may render could be considered trade services such as barber, beautician, cobbler, tailor, plumber, repairman, etc. Professional skills will include doctor, nurse, optometrist, therapist, teacher, etc. **Those with professional skills cannot be compensated for their time in order to qualify for this program.**

GENERAL SERVICES

General services will include all organized activities in your community. There is no way to estimate how many people are aided in this group of services. Youth groups

include Boy Scouts, Campfire Girls, 4-H, etc. Senior citizen groups and Meals-on-Wheels are worthy causes in all communities. Volunteer work on blood drives and donations of blood are included. Civil Defense volunteers work during floods, fires, power failures, drowning or other misfortunes. Contact your Civil Defense organization to get information. More and more schools are asking for community support. This may include office work, P.T.A., library volunteers, assistance in sporting events, etc. You name it, they can use you. **Under church work, please remember your attendance CANNOT BE COUNTED.** Churches need help in fund raising, such as rummage and bake sales. Teaching a Sunday school class and singing in the choir may also be counted. Cultural groups in your community could use your talents. If you have a talent for painting, gardening, music or other crafts, you can be helpful. How about anti-pollution and beautifying our community projects? What about some of the newer programs we are focusing our attention on? Teaching reading to children or adults, child abuse centers, abused wives and suicide centers. There are half way houses for drug addicts and mental patients, along with the homeless. They all have come to the front in the past few years. Another would be involvement in the neighborhood watch patrols.

RECREATION AND ENTERTAINMENT

This area can bring many hours of cheer to individuals or families. Parties, entertainment, treats, and gifts may be included in this area. You may be able to obtain services of professional entertainers for your parties. How about seasonal parties for the children of the disabled veterans in your own group. For the adults, Grandparents' Day, Mother's Day and Father's Day can be days for a party. Are there forgotten grandparents, fathers and mothers in your own unit? Think about it - charity begins at home. Home could be someone in your chapter or unit.

SPECIAL COMMUNITY PROJECTS

Older Veterans Assistance Program, in 1985, this was created by the parent organization in response to the growing needs of aging veterans and their families. The number of veterans over the age of 65 continues to increase. The program is designed to help with everyday problems such as obtaining food, transportation, shelter, and clothing – things that most of us take for granted. Further information about this program can be obtained through the DAV.

Handicapped Parking is another area where the auxiliary can keep active by making sure that all parking areas are kept free for the handicapped and that there are spaces provided in their areas.

Other areas can include restoring historical markers, recreational clubs and libraries. Tutoring of illiterates can be a very rewarding project. There are special projects in every community. Do not worry about overlapping these projects. If they are community service, include them where they seem fit.

Stress service to the DISABLED VETERAN AND FAMILY. There is a need to reach out and help. Do not limit your unit to only the projects listed above.

NETWORKING

Think about it! How often do you look forward to a call from a friend or acquaintance just keeping in touch? As a unit, every member could be that lifeline or part of the network of keeping in touch. It's a simple task really and it utilizes what our auxiliaries do best. The members of a unit would each be assigned a member of the unit as a buddy. This would probably be a member that is not active and never comes to meetings. It would be their responsibility to call the member, identify who they are, and state they are calling only to inform the member that even though the member does not attend meetings, they are important. Asking them to attend the meetings would

not be part of the conversation. It would be made plain that you were just keeping in touch and would be calling on a regular basis to let them know they are important and to see if they may have needs that the unit could fulfill.

One of the results of this contact is that it will make the member who initiated the call feel better. It will make the member who received the call know that they are of some importance. It will possibly be the best research that this organization can obtain concerning the needs of our members and their families. It does not always have to be monetary needs that these members desire. Many people live alone and just a call on a regular basis can ease that loneliness and make them feel that if they should require assistance they have a telephone buddy they can contact. You may be told not to call again, and that is all right because you have made the effort. You may find out that your conversations become quite lengthy and that your warm voice is welcome.

Where do you take the credit? Not all things we do should be with the thought of receiving credit: however, just list it on the report form under "Other" and explain.

TABLE OF VALUES

1. All cash donations must be checks issued by your Unit.
2. All other donations will go under Value of Donations.
3. Fund drive money must be checks issued by your Unit.
4. Coupons shall have 1/2 value stated on the coupon.

New clothing Actual Cost
 Used clothing 1/2 Original Cost
 Food Actual Cost
 New furniture Actual Cost
 Used furniture 1/2 Original Cost
 New linens, dishes, etc. Actual Cost
 Used linens, dishes, etc. 1/2 Original Cost
 Personal items –
 (combs, soaps, cosmetics, etc.) Actual Cost
 Gifts Actual Cost

Professional & Trade Services ...Actual Cost
 Layman services for above 1/2 Cost
 (member who is not certified, graduate, etc.)
 Parties & entertainmentActual Cost

CHAPLAIN

It is important to remember that our organization is composed of all faiths and religions. The role of the chaplain in our Disabled American Veterans Auxiliary is a very special one, and the duties of the chaplain are significant. A chaplain must always be aware when offering prayers and guidance not to offend any religion but to respect and honor all. Serving as chaplain provides the opportunity to guide other auxiliary members in fulfilling the purpose of our organization.

The chaplain may be called upon to render assistance in many ways – at unit meetings and to unit members and their families, and at department meetings and to all members of the department. The chaplain should be notified of those who are ill or deceased since it is the responsibility of this office to send out cards on behalf of the unit.

The chaplain shall also see that the unit adjutant has a list of the deceased members' names. The adjutant shall then notify the state department and national headquarters so that an acknowledgment can be sent. Nothing hurts more at the time of illness or bereavement than for fellow members to ignore this occurrence. This hurt is one that cannot be repaired, nor understood by the parties involved. It takes so little effort to call, send a card of get well or deepest sympathy. Of course a visitation on the local or department level should be arranged if possible.

As the spiritual leader of the auxiliary, it is important to follow the ritual for all regular meetings and to use the Blessing and Closing Prayer as printed for regular meetings or one that is applicable. By doing so, the auxiliary meetings will begin and end in an inspiring manner.

SYMPATHY CARDS, BURIAL & MEMORIAL SERVICES FOR DEPARTED MEMBERS

Units are encouraged to remember their departed members by sending an expression of sympathy to the deceased member's family. It is also important that the units contact the family at the time of death and render whatever assistance may be deemed appropriate. Often, the unit may be asked to assist with the burial service, and as a further tribute to their member, the unit may also want to use the Memorial For Departed Members as printed in the National Constitution and Bylaws. SPECIAL REMINDER – please notify National Headquarters as soon as possible following a member's death. Also, each unit should notify their State Chaplain so that an appropriate message of sympathy may be sent to the member's family.

SUGGESTIONS FOR SPECIAL MEMORIAL SERVICES

Many state departments have been holding a Special Memorial Service once a year, jointly with the parent organization, usually at the time of their state convention. Such services are one of the focal points of the annual convention, and a very appropriate manner in which to honor the memory of departed members.

In the event your state department does not currently conduct such memorial services, the following suggestions and ideas are presented for your consideration. Such a service could also be conducted on an annual basis at the local unit and chapter level, if so desired. However, each state department and unit should feel free to choose the type of service they prefer to use.

FLORAL MEMORIAL SERVICE

The service could include prayers and scripture readings by the state department DAV and Auxiliary chaplains, and possibly even responsive readings with all members participating. Appropriate musical selections could be used in between the prayers and readings, using the talents of the members within the organization. There are many fine singers and pianists. The Memorial Address could be given by the State Auxiliary Chaplain, possibly a government official, or even a local minister. Following the Memorial Address, as each deceased member's name is called out (by the adjutant) a representative of the deceased member's Chapter or Unit could approach the altar and place a long-stemmed flower in a special container. After all the names of the deceased members have been called, the state department DAV and State Auxiliary chaplains could light two large candles placed on the altar. The candles could be white, or one blue and one white. Following the floral ceremony, other musical selections could be included, and the service concluded with prayer followed by Taps.

Another variation of the above floral service could be as follows:

Include appropriate prayers, scripture readings, and musical selections and at the time the names of the deceased members are called out, a "forget-me-not" flower could be placed on a plain green circle wreath. (The wreath could be an artificial boxwood wreath or Styrofoam, which could be used for several years.) By the time all names of deceased members are called, the "forget-me-nots" would be placed all the way around wreath. If desired, a green-covered or white Styrofoam cross could be used instead of the circle wreath.

NOTE: Junior auxiliary members could participate in the memorial service also, and could be of assistance by standing on each side of the wreath or cross, and place the

forget-me-not flowers as the names of deceased are called.

CANDLE MEMORIAL SERVICES

As in the floral services, it is suggested that your service include appropriate prayers, scripture readings and musical selections. You might want to have a posting of colors by a local ROTC group. Following the memorial address, as each deceased member's name is called, a representative of each chapter and unit would approach the altar or stage together. The auxiliary could light a candle and the chapter could place a small wreath of forget-me-nots at the base of each candle.

Another idea for using candles in your memorial service, as each departed member's name is called, the chaplain from each chapter and unit could carry a candle to the altar, lighting their candle from an eternal flame (one large candle in the center), and place their candles on stands near the altar. All white, or blue and white candles could be used.

The Memorial Service held during the National Convention is traditionally a candle service. In the event you have never attended, you might like to consider using this as a guide – The National Auxiliary Commander, National Sr. Vice Commander and the National Chaplain take their positions. The National Executive Committee Members of the DAV and the Auxiliary enter the room and walk two by two to the front of the room and are seated in the appropriate row. The National Chaplain of the DAV opens the service and calls on the National Auxiliary Chaplain for a prayer and the Auxiliary National Commander for appropriate remarks. Sometimes as the district is called, the NEC's go forward together and using the candle already lit and held by the Senior Vice Commanders, they each light a candle. These are then placed on special stands, and the procession continues until all the districts have been represented. The program concludes with

the playing of Taps, and all National Officers and NEC's march out of the room.

There are also times when the candles are lit prior to the opening. The appropriate remarks of remembrance are made and at the conclusion, the respective NEC's are called forward and extinguish their candles and then two by two walk up the aisle towards the rear of the room, or sometimes take their seat in the front of the room. When all candles are extinguished, "Taps" is played, followed by the closing prayer.

CROSS MEMORIAL SERVICE

Still using the prayers, scripture readings and musical selections, as each deceased member's name is called out, a representative of the chapter and unit, (or a junior member) could place a small white cross, made of styrofoam, cardboard, or wood, in a slot on a specially-prepared board. The board could be covered with some material similar to Astroturf, to appear as grass. The over-all effect would be a miniature cemetery.

APPROPRIATE DRESS FOR A MEMORIAL SERVICE

In each of the above suggested services, it would be most effective if the participants could either dress in white or blue and white, for example, the ladies could wear white dresses, and the men wear dark suits.

PROGRAM COVERS FOR MEMORIAL SERVICES

An important part of any memorial service is the program and the schedule of events listed inside. It is possible to obtain the seal of the DAV and the DAV Auxiliary with permission from National Headquarters, and these can be used. Also, there are many beautiful covers available at very reasonable prices at religious bookstores, which are located in most cities.

THE CHAPEL OF THE FOUR CHAPLAINS

Located in Philadelphia, it is an interfaith memorial created in the memory of four brave men of God to strengthen unity in man's relationship with God and his fellow man. Its services are interfaith, acceptable to Protestant, Catholic and Jewish faiths.

February 3, 1943, the S.S. Dorchester was almost home, when it was struck by a torpedo. One of the survivors cried that he had lost his life jacket; the chaplain said he could have his since he would be staying. The other three chaplains followed suit, giving their life jackets to those who had none. No one remembers whether it was Lt. Clark Poling, Protestant; Lt. George M. Fox, Protestant; Lt. Alexander D. Goode, Rabbi; or Lt. John P. Washington, Catholic, that made the first decision to stay. It does not matter, for this bravery admits no division of faith or race. "The four stood together, their lips moving in prayer, each in the tradition of his faith...but the God they prayed to was One."

"I shall pass through this world but once, any good therefore that I can do, or any kindness that I can show to any human being, let me do it now. Let me not defer or neglect it for I shall not pass this way again." Attributed to Etienne De Grellet

PRAYERS FOR SPECIAL OCCASIONS

Dedication of Colors – Use the Suggested Prayer in the National Constitution and Bylaws.

SPECIAL HOLIDAYS – (Memorial Day, Veterans Day, Independence Day, Thanksgiving Day, Christmas, Easter, etc.)

It is suggested that you check with your local public library, book stores, and possibly your own church may have a library, where you will find many helpful books, pamphlets and literature. Below are a few suggested prayers that may be of use or may help you in presenting your services.



A PRAYER ON THE DEATH OF FRIEND/LOVED ONE

God, we praise You for Thy servant who labored and worshiped here on earth – especially for our member (name) who has departed this life and has awakened to a new life with You. Grant to (her/him) eternal joy and rest and let Your perpetual light shine upon (her/him), we ask in Your Holy Name. Amen

A PRAYER TO START THE DAY

God, as we begin this new day, grant us the assurance of Your presence, as You inspired the prophets of old, inspire us; grant us the understanding to be the best we can be; help us to see Your will and presence in all that we do; in all that we strive to learn and do for others in our love for You and them. We ask this in Your name. Amen

A PRAYER TO OPEN A MEETING

We ask Thee, O God, to bless the work of this meeting. Grant us clarity of thought, evenness of temperament, and willingness to persevere in Thy service; through Your Holy Name, we pray. Amen

A CLOSING PRAYER

May the blessings of God Almighty rest upon us and upon our work, decisions made, plans formed, and service rendered to others. We ask that He give us light to guide us, courage to support us, and love to unite us, now and forevermore. Amen

A PRAYER FOR THE NATION

Father and Ruler of all men, we thank and praise You for permitting a federation of peoples to grow into a Nation within our borders. We thank and praise You that You enabled this Nation to survive armed conflicts, cold wars, threats and rumors of war, and the uncertainties of life in this nuclear age.

We pray You make this Nation a haven for refugees, for the persecuted and the displaced; we pray You urge those in our Government that it will offer hope of freedom for all who swear allegiance to it. We pray You to forgive our sins of pride, bigotry, lawlessness and indifference. Forgive us for our waste of natural and human resources, for the neglect of our own rights and the rights of others. Enable us to conduct ourselves honorably as citizens and to manage the affairs of Government sensibly. Permit this nation to prosper and to fulfill Your purpose to the good of mankind, we pray in Your Holy Name. Amen

A PRAYER FOR THE COMMUNITY

Dear God, attend Your servants who enforce the rules, serve the sick, keep the store, teach the young, labor at their crafts, and minister with Your word. Preserve our community from recession and depression, epidemic and contagion, misrule and disharmony, fallout and pollution, drought and flood, fire and holocaust. Help all citizens to work for the common good through: useful inventions, helpful occupations, wholesome recreation, good manufacturing and above all meaningful education. Give them the grace to obey and trust Your Word. Amen

A PRAYER FOR A MEMBER WHO IS ILL

Almighty, ever living God, maker of all mankind; we ask Thee to have mercy upon (name); give (her/him) grace to bear (her/his) (sickness/illness/surgery) with patience and courage; grant that (she/he) may recover, if it be Your will, and go on to serve You in newness of life, we ask in Your Holy Name. Amen

A PRAYER FOR VETERANS DAY

O God, on this day we remember the horrors of war and Your mercies in stemming the destruction of global hostilities; I ask that You would preserve peace on earth, and guarantee eternal peace with Thee, and peace among all men. Put into the hearts of the rulers of all nations the folly of war, and teach them to establish good will by the spreading of Your love. Amen

A PRAYER FOR A VETERAN

That he was a veteran of honor renown
That he served his country, his city and town;
That he was called in time of great need
To protect us all from tyrants of greed;
That when the battle was over and won
He returned to his loved ones as his country's son;
That though others might forget over the years ahead
His comrades would remember to the day he was
dead.

May we always remember his courageous deeds
In the time of our country's urgent need.
And so to his memory – a three gun salute
As taps play softly for the one time recruit.
May he enter the gates of his final reward
And be received with honor in the House of
the Lord.

A PRAYER FOR MEMORIAL DAY

Dear God, in whom there is life and light; accept our prayers for those who died for us and those who mourn. Our gratitude and praise for the hope You have given us. Forgive us when our patriotism is hollow, our nationalism is arrogant, our allegiance is half-hearted. Stir within us thanksgiving for all we have inherited, vigilance for the freedoms of all peoples and thanks for the willingness to sacrifice from fellow citizens, of all religions and beliefs, who died in defense of our country. This is our prayer dear God. Amen

EDUCATION SCHOLARSHIP FUND

The 2010 national convention delegates approved changing the National Education Loan Fund to the National Auxiliary Education Scholarship Fund with the first scholarships to be granted in the 2011-12 school year.

The National Education Scholarship Fund is supported by the Disabled American Veterans Auxiliaries. The purpose of the fund is to provide education scholarships for students. Scholarships are granted for college, university or vocational schools. Academic achievement and financial need are considerations in granting these scholarships. Scholarships are based on the moneys available, grades, financial need and responses to the application questions.

ELIGIBILITY REQUIREMENTS:

The Applicant must be a full-paid life member of the Disabled American Veterans Auxiliary in order to be considered for a scholarship. Meeting the applicant qualification is not a guarantee that a scholarship will be granted. Scholarships are available for full-time or part-time students as well as students with unique requests.

RULES:

- Amount of a scholarship can be up to, but not more than \$1500 per year. (Effective 2011-2012 school year).
- Applicants may receive up to a maximum of 5 scholarships. (One per school year).
- Applicants must be at least a senior in high school. There is no maximum age limit for applicants.
- Full-time students must have a minimum of 12 credit hours per semester and maintain a 2.5 GPA to receive up to the full amount of \$1500.00.
- Part-time students must have a minimum of 6 credit hours per semester

and maintain a 2.5 GPA to receive up to \$750.00.

- Unique request students (less than 6 credit hours per semester) will be considered for a scholarship up to \$750.00.
- Scholarships must be applied for each year and renewal scholarships are *NOT* guaranteed.
- Previous recipients of DAVA National Education Loans are eligible for Education Scholarships.
- No money may be sent to schools outside the United States.

The amount of scholarships granted each year will be determined by the National Education Scholarship Fund Committee, DAVA National Headquarters, and the Finance Committee. If a scholarship is granted, a check will be sent directly to the school and not to the student. The decisions of the Scholarship Committee will be final.

Application Forms are available at www.davauxiliary.org or by writing to:

National Education Scholarship Fund
Chairman
DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

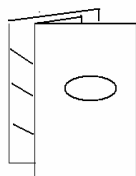
Applications must be completed, signed, and postmarked no later than the date specified on the application to be considered for a scholarship.

GENERAL INSTRUCTIONS FOR COMPILING STATE DEPARTMENT HISTORY BOOKS

Your state department history book **MUST** be purchased through National Headquarters in order to be considered for judging at the National Convention.

When you assemble the book, the pins and screws must not be seen from the outside. See figure 1 for the correct way to assemble the book.

Figure 1



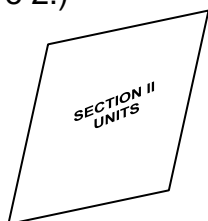
OUTLINE

The outline, which follows, must be used in compiling your State Department history book, if you will be entering it for judging at the National Convention.

Note: When entering the book for judging it must be brought to the National Convention site and not sent to National Headquarters. It must also be picked up after the judging by each respective state.

Your book will be divided into ten (10) sections, plus four (4) title pages. Each of the ten sections will have a section/title page. (See Figure 2.)

Figure 2



On the title page of sections III – IX you may include the picture and name of the State Chairman.

NO ACTIVITY

If you have no activity at all for a given section, state “NO ACTIVITY” on the first page following the section/title page of that section.

HISTORY

If you have no history for a section, state “NO HISTORY” on the page following the section/title page.

PICTURES

If you have no pictures of activities in a program section, state “NO PICTURES OF _____” (Fill in the blank with the name of the section.)

Individual pictures as called for in Sections I, II, and III, will be identified with name and title. Pictures of SEC’s will be in Section I, State Department, and the unit Commanders in Section II, and name and unit number will identify Junior Unit officers in Section III.

Individual pictures of State Chairman as requested in Sections III - IX will be identified with their name.

If pictures of some officers, chairmen, SEC’s or Unit Commanders are not available, include a listing at the end of the section of those officers and/or chairmen. This does not apply to the juniors.

Pictures of activities as requested in Sections IV through IX must be identified with a caption under the picture with the following information: date, place, event, and names of the person(s) in the picture, from left to right. Your pictures must contain at least one DAV/DAVA member and be placed in chronological order.

Section X is done in scrapbook format, with cards, programs, mementos, etc., in chronological order with the pictures of each event. Pictures in this section may be captioned with date and place, and, if desired, the names of those pictured.

When you have several pictures of a social and/or special event, such as SEC meetings, State Fall Conference, National Fall Conference, and State and/or National Convention, you MAY subtitle these pages under one heading which will include the date and place.

PUBLICATIONS

Printed publications will follow the picture pages of the sections where they are requested. Place the articles on the pages in chronological order.

Please do not use banners, as they tend to overpower the article. Use the dateline from the newspaper and/or magazine, and center it over the article. If the dateline is not available, you may type or print a dateline over the article.

The article must mention "DAV Auxiliary" and you MAY underline "DAV Auxiliary" and National or State officers mentioned in the article.

GENERAL INFORMATION

Use rubber cement or non-smear glue for mounting pictures and articles on the pages to avoid smudges and buckling of your pictures.

Place pictures, articles, etc. on one side of the page only.

Centering a picture is not necessary, but place them on the pages neatly and without overcrowding them. This applies to publications as well.

Artwork and history, other than required in each section, may be included. However, extra points will **NOT** be given nor will there

be deductions if these options are not utilized.

Remember – this book is a personal remembrance for your State Commander. Make it enjoyable and have fun compiling your book.

Refer to your AUXILIARY PROGRAM MANUAL for determining which program category to place pictured activities.

Each book will be judged in its entirety with deductions only taken for items that have not been completed correctly. Such deductions will be subtracted from a possible 100 points to determine the finest State Department history book.

If you have made, or assisted in making, the history book from your State Department, PLEASE DO NOT VOLUNTEER TO JUDGE HISTORY BOOKS AT THE NATIONAL CONVENTION.

Your book must not be more than six (6) inches at the maximum. Points will be deducted from the book on overall neatness if your book is thicker than (6) inches. To order additional books write to National Headquarters.

OUTLINE FOR COMPILING A STATE DEPARTMENT HISTORY BOOK

1ST AND LAST PAGE (3 points)

Your first page and last page must be blank

The next four (4) pages are your title pages and have no section number.

TITLE PAGES (8 Points)

Page 1 – Name of State Department, Year, and District Number

Page 2 – Picture and Name of State Commander

Page 3 – Date of State Department Charter, with the Number and Names of the Units on the Charter

Page 4 – Picture and name of State History Chairman

SECTION I – STATE DEPARTMENT
(9 Points)

Date and Place of Installation of State Officers

Picture, Name and Title of Installing Officer

Pictures, Names and Titles of Elected State Officers

Pictures, Names and Titles of Appointed State Officers

Pictures, Names and Titles of elected and appointed Committees

Pictures, Names and Unit Number of all State Executive Committee Members

Number of Department Meetings this year

Types of Department Meetings, Dates and Places

Pictures, names and year served of any resident Past National Commander

Pictures, Names and Titles of Member(s) of the Department holding a National Office this year. Elected, Appointed or National Chairmanship

(Use individual pictures for this section – more than one picture can be on each page so long as they are not crowded)

(Include listing at end of section of those individuals whose picture is not available)

SECTION II – Units
(7 points)

Number of Units in State Department

Pictures, Name and Unit Number of all Unit Commanders

(Individual Pictures of Unit Commanders are required for this section)

(Include list at end of those unit Commanders whose pictures are not available)

SECTION III – JUNIOR ACTIVITIES
(6 points)

Picture and name of State Chairman

Total Paid Junior Membership on June 30

Pictures of Junior Unit Commanders (Identify Pictures with Commander's Name and Unit Number)

Pictures, Names and Titles of other Junior Officers (Use individual pictures of Junior Unit Commanders and Officers)

Pictures of Juniors (as many as possible- Identified with Name and Unit Number)

Pictures of Juniors participating in DAV/DAVA functions

Printed publications on Junior Activities from Local, State Newspapers and DAV Magazine

SECTION IV – MEMBERSHIP
(9 Points)

Picture and name of State Chairman

State Department Quota, paid membership on June 30, details on membership drive (if held), number of new units chartered (if applicable), and include pictures of charter presentation(s).

Picture, Name and Unit Number of Top Recruiters in Department and number of members recruited

Printed Publications pertaining to membership

SECTION V – AMERICANISM

(9 Points)

Picture and name of State Americanism chairman

Pictures of Americanism activities

Printed publications pertaining to Americanism

SECTION VI – VAVS

(9 Points)

Picture and name of State VAVS Chairman (if your state Department has one)

Picture(s) and name(s) of VAVS Representative(s) and deputies of each VAMC

Picture and name of Associate Representatives (if applicable)

Pictures in chronological order of official visits, parties, awards and/or work in the VAMC's

Printed publications, VAVS bulletins, volunteer Recognition Dinner Programs, letters and invitations to the commander pertaining to visits – in chronological order

SECTION VII – HOSPITAL

(9 Points)

Picture and name of State Hospital Chairman

Pictures of hospital work with volunteers

Printed publications, bulletins, programs on hospital work, letters and invitations – in chronological order

SECTION VIII – LEGISLATION

(9 points)

Picture and name of State Legislation Chairman

Pictures depicting events of Legislation – in chronological order

Printed publications, programs on legislation events, replies from legislators – in chronological order

SECTION IX – COMMUNITY SERVICE

(8 Points)

Picture and name of State Community Service Chairman

Pictures depicting participation in Community Service projects/programs – in chronological order

Printed publications, programs of community service programs/projects – in chronological order

SECTION X – SPECIAL AND SOCIAL EVENTS

(7 Points)

This section may be done scrapbook style, if desired.

Pictures, cards, programs, invitations, mementos, etc. (not bulky) of special and social events, both State Department and national events, attended by State officers and/or representatives – in chronological order of events

Printed publications on special and social events – local and state newspapers, DAV Magazine, state bulletins, etc.

(5 Points)

Overall neatness and spelling

(2 Points)

History Book correctly assembled

HOSPITAL (NON-VA)

PREFACE

The Hospital Program of the Disabled American Veterans Auxiliary was designed to give its members the opportunity to fulfill the "Purpose" of our organization by expressing their personal concern for our wounded, injured, or disabled veterans and their families through volunteer service in or for (Non - VA) work.

Non-VA service is activity performed at our general hospitals, nursing homes, rest homes, state hospitals and soldiers' homes to raise the morale of the ill and depressed during times of crisis. Those members should be given recognition for hours, donations, entertainment, etc.

Participation in the Hospital Program justifies our existence as good auxiliary members of the DISABLED AMERICAN VETERANS AUXILIARY.

RESPONSIBILITIES OF:

Unit Commanders, State Department Hospital Chairmen, Unit Hospital Chairmen, and Volunteers.

A. Unit Commanders will:

1. Appoint a hospital chairman.
2. Promote the Hospital Program within the unit.
3. Assist in recruiting volunteers.
4. Encourage participation and donations.

B. State Department Chairmen will:

1. Compile information for a report from annual unit reports submitted which indicate each unit's activity in hospital work within the state.
2. Present these reports at the state convention to be judged for the best submitted according to membership categories.

3. Serve as the Chairman of the convention committee.
4. Report to the convention body on the information received and the results of the judging.

C. Unit Hospital Chairmen will:

1. Assist to initiate and help to promote projects and various programs.
2. Encourage volunteers within the unit.
3. Coordinate all projects with the health care facility where projects are to take place.
4. Keep an accurate account of all hours, miles traveled, projects, services and donations of the unit and its volunteers.
5. Complete an annual report using the Hospital Report (Non-VA) form sent out to each unit by the state department.

D. A good volunteer should be:

Congenial
Kind
Tactful
Honest
Dependable
Loyal
Able to listen
Tolerant
Proud of their work
Able to work under supervision

E. Duties of a good volunteer:

1. Should receive the Volunteer's Pledge. (See last part of section.)
2. Should become familiar with proper procedures and the nature of assignments.
3. Set the time they are able to give. (hour(s), day(s) or week(s), etc.)

4. Always show identification as a Disabled American Veterans Auxiliary Volunteer by wearing the volunteer pin or badge which is furnished by most hospitals.
5. Keep an accurate record of duties, hours involved, miles traveled, donations given, etc.
6. Report these duties, hours, miles, etc., at each monthly meeting of the Unit and to the Unit Hospital Chairman.

F. Types of Volunteers:

Regular Volunteers-

1. Those who serve in Non-VA Hospitals, nursing homes, rest homes, state hospitals or soldiers' homes.
2. Workers who serve a specified number of hours within a given period – such as four hours a day or one day a week.
3. One who never replaces a paid employee, but does work that would not have been done had it not been performed by a volunteer.

Sponsored Volunteers-

Those who do volunteer work, and do it under the name of the DAVA, but who are not members of any DAVA unit. These volunteers should be identified as "Sponsored by the DAV Auxiliary."

Other Types of Volunteers-

Those who are unable to provide service at or in a health care facility due to distance, health or various reasons, but who do work for them such as sewing lap robes, making kits, collecting books, baking treats, etc., for the patients.

Junior Member Volunteers-

Junior members can volunteer to:
 Feed patients
 Make beds
 Run errands
 Amuse children
 Write letters

Make table favors
 Wrap gifts
 Sing in groups
 Put on skits
 Fill in wherever needed

REMEMBER: The hours and work contributed by junior members shall not be counted on the Unit Hospital Report. IT MUST BE COUNTED ON THE JUNIOR ACTIVITIES REPORT. Unit recognition is a way of saying "Thank You" for their valued participation in the Hospital Program.

VOLUNTEER RECOGNITION

Certificates of Appreciation may be issued to the following:

1. Members who cannot serve as volunteers in any of the qualifying health care facilities – BUT, who provide fifty (50) hours service on behalf of the patients – PROVIDED this work has been done at the request of the Unit Commander or the Hospital Chairman.
2. "Sponsored Volunteers" meeting the "Hour" requirements of service.
3. Junior volunteers meeting the "Hour" requirements of service.

Certificates of Appreciation may be requested through National Headquarters at no charge.

UNITS CAN GIVE RECOGNITION TO THEIR VOLUNTEERS BY:

1. Seeing that volunteers receive the certificates they have so justly earned.
2. Presenting certificates of appreciation at ceremonies and dinners.

Remember: Everyone wants to be recognized for their efforts; therefore, honor those who have honored our units by serving. This could encourage others to participate.

THINGS TO REMEMBER

1. Activities at the hospitals must conform with advice received from the hospital management.
2. A list of comfort items and gifts may be obtained from hospital personnel.
3. Careful planning is needed in feeding patients. We must do our utmost to see that no infraction of feeding rules occurs.
4. NEVER furnish items that come under medication, such as ointments, medicated skin lotions, medicated shaving creams, etc., unless permission has been obtained from the proper hospital authorities to do so.
5. Do NOT discuss religion, politics, treatments or the nature of the patient's illness.
6. Lengthy conversations and long visitations are very tiring to the ill. Guide yourself accordingly.
7. Remember, a SMILE can be one of your greatest assets in service to others. Carry one with you and share it with those who would love to see it.

ANNUAL REPORTS

1. Each unit, if the state department so determines, is required to submit an annual Hospital report.
2. You will receive the report form in ample time to permit careful preparation of the report and mailing of same prior to the deadline specified on the report.
3. Unit Commanders and Hospital Chairmen should read over the report and consult the Manual before making any entries.
4. Entries should be legible. TYPE OR PRINT THE INFORMATION IF POSSIBLE.
5. If in doubt regarding any portion of the report form, request a clarification from the State Hospital Chairman or the National Non-VA Hospital Chairman.
6. Please fill out the top of the form completely and see that the report is signed by the Unit Commander and/or Hospital Chairman. PLEASE NOTE: If

the total value of your unit's Hospital Program exceeds one thousand dollars (\$1,000), then an ITEMIZED STATEMENT MUST be attached/included with the report.

NON-VA TABLE OF VALUES

A. Medical and Professional Services:

1. Medical, dental, optical, and therapy clinics A/C*
2. Legal aid service A/C

B. Personal Services:

1. Nursing sick children, chronically ill, blind veteran or members of veterans families H/O**
2. Comfort items A/C
3. Aid and comfort (hair grooming, reading to invalids, letter writing, etc.) H/O

C. General Services:

1. New clothing, bedding, furniture A/C
2. Donations to blind veterans, nursing homes, etc. A/C

D. Entertainment:

1. Parties A/C
2. New toys, books, magazines, etc. A/C
3. Used toys, books, etc. 1/2 A/C

*A/C - Actual cost

** H/O – Hours only

E. Transportation:

Total mileage (all hospital work, shut-in work, transporting patients to and from church, parties, etc.) Miles only

F. Miscellaneous:

1. Value for articles and/or entertainment received as a donation to your Unit will be shown at the same rate your Unit would have had to pay if purchased.
2. Be fair when estimating value. Take full credit, but DO NOT over-estimate.
3. Keep a detailed record monthly of each activity such as: type of service, hours, and miles involved, and total cost involved.
4. DO NOT COUNT mileage, hours, or cost for family or immediate family. You should be assisting them without the thought of “where do I report it?”

THE VOLUNTEER'S PLEDGE

I hereby assume the role of volunteer for the Disabled American Veterans Auxiliary in all facets of the Hospital Program.

I will be loyal to the ethics, requirements, and to my assignments.

I will be punctual and conscientious in the fulfillment of my duties and accept supervision graciously.

I will conduct myself with dignity, courtesy and consideration.

I will observe the hospital rules and instructions given by those in charge (hospital staff).

I will never seek information in regard to a patient nor ask for any personal medical information or advice.

I will consider as confidential all information which I may hear, directly or indirectly, concerning patients or any member of the hospital staff.

I shall endeavor to encourage non-affiliated acquaintances to become volunteers (Sponsored) within our Hospital Program.

I will always endeavor to make my work of the highest quality and represent the Disabled American Veterans Auxiliary with pride and loyalty.

JUNIOR ACTIVITIES

Junior members are a vital part of this organization.

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Junior members are a vital part of this organization.

The sentence above should be repeated over and over again and it still would not begin to show how important our juniors are and will continue to be. Their membership helps when trying to make quota, but we need to recruit junior members because of their energy, their enthusiasm, their input and their willingness to help. They are our future! They determine if the services and programs of our Auxiliary will continue.

ELIGIBILITY

The eligibility and age requirements are easy to remember. The prospective junior can be an extended family member of any honorably discharged U.S. armed services disabled veteran, non-disabled veteran, or Auxiliary member. A junior must be 17 years of age or under. If a junior turns 18 during a membership year they must be signed up as a senior member.

JUNIOR ACTIVITIES CHAIRMAN

The key person to assist our juniors is the Unit Junior Activities Chairman. This chairman could even be a junior member. They should have tact, ability, energy, enthusiasm, understanding and patience. Through their leadership other juniors will be encouraged to participate in all phases of our work.

The Chairman should be selected with care. They should be the type of person who can earn the respect of the youth and yet be young at heart in order to understand and guide them. Never discourage their ideas or efforts. Possibly they might have the experience in a youth organization or a parent of small children or teenagers. When you find such a leader give them the reins. They should visit junior meetings but should not interfere. Should they wish to give

constructive advice then do it after the meeting in order not to embarrass the member/s. Below you will read the procedure in obtaining a junior charter and discussion concerning meetings, etc.

Remember that a unit does not have to have a junior charter to have active juniors. Any junior that can be encouraged to attend the unit meetings and participate should be encouraged and kept involved.

JUNIOR CHARTERS

Any senior auxiliary can request a junior charter if they have the following:

1. A minimum of ten (10) juniors under the age of eighteen (18). The membership year is July 1 to June 30 of the following year. If a junior turns 18 within the membership year, they then must convert to senior membership.
2. All juniors must have their dues paid for the current membership year. Delinquent junior members cannot be on the charter.

When requesting a junior charter, submit the names (in typed or printed form) of the juniors that are paid for the current membership year.

A completed application plus \$3.00 for each shall be submitted for any new junior members. **Remember**, any junior that is delinquent cannot be on the charter.

Once we have received the information above, a charter will be issued by National Headquarters. **THERE IS NO COST TO THE UNIT FOR A JUNIOR CHARTER.**

SELECTION OF OFFICERS

The older juniors should be selected as Commander and Senior Vice Commander and for any other key positions in the Junior Auxiliary with the exception of a Treasurer. The younger members could accept a chairmanship giving more detailed chairmanships to the older members and the smaller jobs to the younger ones. In large junior auxiliaries, have several members working together on one committee with a chairman. Give as many titles as possible. It makes juniors feel important and they are.

MEETINGS

There should be at least four meetings per year and whenever possible more monthly meetings would be ideal. Normally, juniors meet at the same time that the senior auxiliary holds their meetings.

JUNIOR FUNDS

Juniors do not have or cannot have their own accounts. All funds must be given to the treasurer to be deposited in the Unit account. The treasurer shall deposit these funds and earmark them for the use of the juniors and junior activities. It is also the Junior Activities Chairman's responsibility to keep the juniors informed of their financial standing.

Let the juniors express for themselves how they would like the money disbursed. You will be amazed with the ideas they will offer. It is a good idea to have a project of some type at each meeting.

UNIFORMS

At this time there are no standard uniforms for the junior auxiliary members. However, an inexpensive and effective uniform could consist of a navy skirt/slacks, white top and Auxiliary hat. Most children have these items (with the exception of the hat) in their wardrobes. NOTE: A navy blue baseball cap with the embroidered Auxiliary logo sewn on could be used. Some juniors wear yellow tops, navy blue slacks and a navy

scarf. It is something that the juniors can decide.

VAVS

Volunteer ideas for junior members can be obtained at the VA Medical Center through the VAVS Representative. Crafts for the patients can be made by juniors. Regular visits by juniors to help with patients are possible providing the juniors meet the age requirement. It is possible that juniors can also help in some departments at the VA Medical Center. Contact the VAMC Director or Chief of Voluntary Services for specific regulations concerning junior volunteers.

HOSPITAL WORK AT NON-VA

Young juniors can add to your Hospital Program to a great extent. Those junior members who are old enough to be active in the hospitals are happy to be part of this real life experience. The cheerful smiles and friendly ways of these young members are a great lift to the hospitalized patient. Those who are not old enough to be active in the hospitals are very capable of helping to make tray favors, cheer cards, planters, bookmarks, bedside decorations and other items to be taken to the hospitals. This provides them with constructive channels for their energies. These projects are an inexpensive means of bringing a smile into the hearts of the hospitalized and yet you may take credit for the amount that you would pay for these articles if you purchased them in a store. There are many items to be collected for use in crafts and hobbies in hospitals and institutions. During vacation a number of juniors work as volunteers. The younger juniors who cannot visit the hospital can visit the nursing home shut-ins. Contact your local nursing homes; we find that many welcome the young people to visit the residents. However we use our juniors in our hospital program, it means a lot to both the junior and the patient, when they take time out from their busy schedule to do something for the hospitalized.

COMMUNITY SERVICE

Your Community Service Program will also benefit by the help of your juniors. Do you know a better contribution to your community than civic-minded young citizens? Community Service projects benefit churches, schools, the handicapped veterans and non-veterans and their families. Community Service includes assistance to victims of floods, fires, tornadoes and other disasters. Encourage them to help you in various "drives" in your community. They also make good envelope stuffers for the various mailings done by community groups.

AMERICANISM

The Junior Auxiliary will stimulate your Americanism Program. Our organization is rich in patriotism and Americanism. We are qualified to teach our young juniors that they should not take our great country for granted, that our men and women fought and died to preserve their precious freedom. Encourage them to study about the Flag, the history of it, the proper way to display it and the correct way to recite the Pledge of Allegiance. NOTE: We should always remember that a good way to start our juniors to take pride in veteran and country begins at home.

PUBLICITY

We do not know of any better publicity than articles regarding the activities of our junior members in our programs. The news of today is so negative that it is more important than ever to show that our juniors are an asset to the community. Be sure to label or stamp the name and unit of your Junior Auxiliary on all projects.

FORGET-ME-NOT DRIVES

The juniors can be a big help on Forget-Me-Not drives. You will find that the juniors are successful in obtaining contributions on these drives.

OTHER SUGGESTED PROJECTS

If your unit should be giving a dinner, ask the juniors to help set the tables and assist in serving the meal. They might even be part of your entertainment. Not every Junior group will be able to carry on all of the projects suggested and will depend on the adaptability to the community, size of the Junior Auxiliary and age of the juniors.

They cannot do all of their work without funds and must have help in raising funds. Some of the money-making projects the juniors could have are bake sales, selling candy, selling cards, a paper drive, car washes or anything that will give them some money they can call their own.

To instill unselfishness and good citizenship, you must have Hospital and Community Service projects. Don't forget the importance of recreation and good fun such as parties, cookouts, ball teams, tours, etc. Refreshments of any kind make any meeting a party.

When planning any transportation of your juniors, it is wise to issue permission slips so that they may be signed by the parents or guardian.

It is the sincere hope that many more Junior Auxiliaries will be organized in the ensuing years. Juniors that are active now should be the senior members of tomorrow to carry on the great work of our organization.

NATIONAL JUNIOR AWARDS

National Outstanding Junior Awards will be selected at the National Convention. The recipient of the award need not be present to win. The candidates for these awards should be recommended and voted on by the senior members at a regular auxiliary meeting. A form (supplied by National Headquarters) should then be completed covering the activities for the current membership year. Judging is based on voluntary hours spent at VAMC's and Non-VA hospitals. Note: This could also include

hours spent in collecting or helping to make requested articles for the respective facilities, volunteer hours spent in church activities, school activities, community service, Americanism, forget-me-not drives and chapter and auxiliary functions for special holidays such as Veterans Day.

A handwritten or hand-printed resume, by the candidate, must be attached to the form.

OUTSTANDING JUNIOR AWARDS

Age 7 -10 Age 11 -14 Age 15 - 17

DID YOU KNOW

The oldest junior charter was CA #6 in 1932. Two junior units were issued charters during World War II. Twenty-six were chartered during the Vietnam War. However at this time, junior membership is declining.

A YOUTH BILL OF RIGHTS

1. Stand by us; not over us.
2. Make us feel that we are loved and needed.
3. Train us by being affectionately firm.
4. Teach us how to take on responsibilities and become independent.
5. Don't act shocked when we do things we shouldn't.
6. Try to be as consistent as possible.
7. Say "Nice Work" when we do something really well.
8. Give direct answers to direct questions.
9. Show interest in what we are doing.
10. Treat us as a normal person, even when our conduct seems peculiar.
"All God's children have problems. That does not mean we are all problem children."

JUNIOR UNIT HISTORY BOOK

The JUNIOR UNIT HISTORY BOOK GUIDELINE page that follows gives the information in detail concerning the proper procedure for doing the history book. Junior members want to participate in unit activities. They also like to talk about and later remember what they did. **THE BEST WAY TO DO THIS IS TO CREATE THEIR OWN JUNIOR HISTORY BOOK.** The end result would be to create something that is entirely their own.

The junior history book can be a scrapbook purchased at the local store. It should be divided into sections or categories and all information and pictures concerning a section should be included within the section and not scattered throughout the book. **EXAMPLE:** Any photos, documentation or other materials in reference to Americanism events should be together and should be preceded by a title page indicating that this is the section on Americanism.

The categories or sections should be listed in the following order: UNIT INFORMATION; INSTALLATION; MEMBERSHIP; AMERICANISM; VAVS; HOSPITAL; LEGISLATION; COMMUNITY SERVICE; SPECIAL EVENTS/MISCELLANEOUS. Each section should begin with a title page to identify the section to follow.

Label all pictures with names and titles of the people pictured. If it is an event that is pictured, identify the event and give the date.

All junior unit history books should be brought to the National Convention for judging by the committee. **DO NOT MAIL TO NATIONAL HEADQUARTERS.**

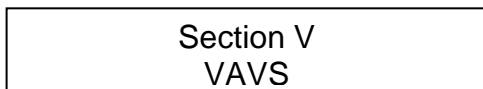
Remember: Let the juniors do it. A little paste and mess is better than an adult taking over the job.

JUNIOR UNIT HISTORY BOOK GUIDELINES

Your junior unit history book doesn't have to be purchased from National Headquarters. Check to be certain that your junior unit history book is correctly assembled per the instructions.

Divide the book into nine sections. Begin with a title page for each section. The name of the particular section and the section number are the ONLY things on that page.

Example:



Please include the following sections and information:

I. Unit Information	Name and number of junior unit; city and state; junior commander picture with name and year; senior commander picture and name; junior activities chair picture and name.
II. Installation	Installation date of present junior unit officers; picture of installing officer with junior officers.
III. Membership	Any pictures or materials showing junior unit activity with senior unit.
IV. Americanism	Any pictures or materials showing Americanism activity by the junior unit.
V. VAVS	Any pictures or materials showing junior unit Volunteers at VA Medical Centers.
VI. Hospital	Any pictures or materials showing junior unit Volunteer projects at non-VA hospitals, nursing homes or other health care facilities.
VII. Legislation	Any pictures or materials showing junior unit participation in legislation activities.
VIII. Community Service	Any pictures or materials showing junior unit participation in community service projects.
IX. Special Events/Miscellaneous	Any pictures or materials showing junior unit participation in any other activities that do not fit in the first eight sections.

Be sure to label all pictures with the names and titles of people. If any event is pictured, identify the event and when it took place.

State departments may honor junior unit history books in their own way. However, ALL junior unit history books should be brought to the national convention for judging in committee. **DO NOT MAIL THEM TO NATIONAL HEADQUARTERS.**

LEGISLATION

We recognize that one of the important functions of the Disabled American Veterans and its Auxiliary is to influence legislation favorable to the needs of its members. We must also keep in mind that this desirable legislation is brought about by the individual efforts of these members in carrying out their roles as citizens. Therefore, it is incumbent upon us as citizens and members to keep our state and national elected representatives informed of our needs and thoughts. Local units can give valuable assistance in carrying out these ends. The purpose of this section is to offer guidance in this area of endeavor.

As auxiliary members, it is our duty to follow the leadership of our parent organization as to what legislation to oppose and what legislation should be sponsored. The very best sources of information is our DAV magazine and the website for the DAV (www.dav.org). The whole magazine contains the latest information concerning veterans' benefits. Pay special attention to the Commander's Viewpoint and the Adjutant's Report; they both contain the most current information. When an important piece of legislation is being considered, it is always discussed in the magazine and identified with the bill number of the legislation. This detailed explanation allows you to write a clear and concise letter to your Senator and Representative.

There could be times when the Department Commander of the Parent Organization gets out newsletters to Units on pending state or national matters and, at such time, it is the responsibility of the Unit Legislative Chairman to call members immediately and give them the important message because the next meeting night could be too late.

Remember, the legislation we are interested in is legislation to do with the veteran and their families. Our Parent Organization depends on the Auxiliary to do much of the letter writing. They tell us we are the letter

writers so we will have to live up to their trust.

Keep alert and let's be ready for anything that the DAV National Legislative Director asks for us to help with in letter writing. Remember, that in helping the disabled veteran we are also helping ourselves and our families.

Letter writing is not an easy thing for some of us to do and much of the time we wonder who will listen to us; but we have proven how effective we can be with the help and proper information from our Parent Organization. Let's work with them and whenever needed, write to our legislators.

TIPS ON HOW TO COMMUNICATE WITH YOUR LEGISLATORS

Personal Visit:

Nothing is more effective than face-to-face communication. Of all forms of interaction, the personal visit is the best way for two people to have a serious and meaningful exchange of views. A visit by one or two DAV/DAVA members makes a bigger and more lasting impression than the same number of letters.

A few tips:

- Make an appointment by calling or writing your legislator. You'll be dealing with a staff member, so be prepared to state the reason or purpose of the visit.
- Be prepared. Know what you want to say and how you want to say it in advance of the meeting. If it will help, have a "practice run" with a friend before your visit.
- Be on time for the meeting. Your legislator may keep you waiting, but you certainly do not want to make a negative impression on him or her.
- Be polite.
- Be firm.

- Be confident.
- Be brief getting your point across.
- Don't do all the talking.
- Listen carefully to your legislator.
- Follow up the meeting with a thank you note.

THE LETTER

The letter is by far the most important communication tool that we can utilize to present our views to our elected officials.

A few tips:

- Address your letter to the Washington, D.C., or local office of your legislator.
- Personalize your letter. That is, use your own words and avoid postcards and/or "form letter" type of communications.
- Know the issue you are discussing and have your facts in order.
- Be as brief as you can and still make your point. Lengthy letters are prone to be "skimmed."
- Focus on one issue. Don't clutter up your letter with a lot of extemporaneous information and comment.
- Be polite and civil. No one likes to be insulted.
- Ask for a response to your concern.
- Write often. Urge others to write. Keep on writing. Don't get discouraged. Sometimes it takes a long time for a reply.

FACT SHEET ON LEGISLATION

Envelope to a Senator is addressed as follows:

The Honorable John/Jane Doe
 United States Senate
 Senate Office Building
 Washington, D.C. 20510

Salutation is as follows:

Dear Senator Doe:

Envelope to a Representative is addressed as follows:

The Honorable John/Jane Doe
 United States House of Representatives
 House Office Building
 Washington, D.C. 20515

Salutation is as follows:

Dear Congressman Doe
 Dear Congresswoman Doe

Proper closing for both:

Sincerely,
 or
 Very truly yours

SUGGESTED STATEMENTS TO REQUEST APPROVAL OF A PROPOSED BILL

Para. 1.

A. To support an orderly and prompt consideration of S _____
 or H.R. _____
(give correct number of bill)

B. Your support of S _____
 or H.R. _____
(give correct number of bill)
 is most urgently solicited.

C. Your support of S _____
 or H.R. _____
(give correct number of bill)
 is most urgently requested.

Para. 2.

This bill, which proposes to (*state the basic purpose of bill*), will (*state results of passage of bill*).

**SUGGESTED STATEMENTS TO
OPPOSE A BILL**

Para. 1.

A. Your opposition of S _____
or H.R. _____
(*give correct number of bill*)
is urgently solicited.

B. Your opposition of S _____
or H.R. _____
(*give correct number of bill*)
is most urgently requested.

Para. 2.

This bill if passed (*state the basic purpose of bill*) will affect (*state results if bill is passed*).

**SUGGESTED UNIT LETTER ON
LEGISLATION**

United States Senator
of _____ (*State*)
The Honorable John/Jane Doe
Senate Office Building
Washington, D.C. 20510

Dear Senator _____:

Or

United States Representative
of _____ District # _____
The Honorable John/Jane Doe
United States House of Representatives
Washington, D.C. 20515
Salutation:

Dear Congressman Doe:
Dear Congresswoman Doe:

As a member of the Disabled American Veterans Auxiliary, I ask you to support an

orderly and prompt consideration of Senate Bill S _____ or H.R. Bill _____

(*State the reason why this particular bill or bills is being requested at this time and what it will mean to the veterans and their families.*)

Sincerely,
or
Very truly yours,

IMPORTANT

1. Get to know your congressman. Read about him/her and keep a track record of how he/she votes. If possible, get to know him/her personally.
2. Use the proper address and the proper salutation shown above. Spell their name correctly. Always use First Class mail.
3. Increase your influence by identifying yourself as:
 - A voter, campaign contributor, party worker, etc.
 - A taxpayer, businessman, housewife, stockholder, homeowner, etc.
 - An active citizen, member of service organization (DAVA), a civic organization, a religious organization, etc.

When writing a congressman other than your own, mention any connection you might have and why you are writing.

**DUTIES OF THE UNIT LEGISLATIVE
CHAIRMAN**

1. Be sure to have a Unit Legislative Chairman.
2. Each Unit Legislative Chairman should give a report at each meeting and should get their information from the DAV sections of the DAV magazine. There are the legislative bulletins that are sent to the unit at the end of the month mailing

from National Headquarters. Also you can write to DAV Legislative Headquarters in Washington, DC, and asked to be put on their mailing list. You can visit the www.dav.org website and view their up-to-the-minute legislative initiatives and sign up for Commander's Action Network and Stand Up For Veterans to receive e-mail communications regarding important legislative announcements.

3. Should take time to instruct the unit members on how to write letters to their Senators and Representatives.
4. Keep an accurate record of unit activities, such as letters, telegrams, and contacts with representatives.
5. Be sure that the members reporting contacts with representatives are only counting contacts made regarding legislation concerning Veterans' affairs.
6. Keep a record of the bills by name, number and subject matter that the unit has sent letters requesting support or dissent. This makes the reporting of your legislative activities accurate for your reports for national conventions.
7. Notify National Headquarters upon elections of new officers each year so that the unit can receive any legislative information sent by National Headquarters.

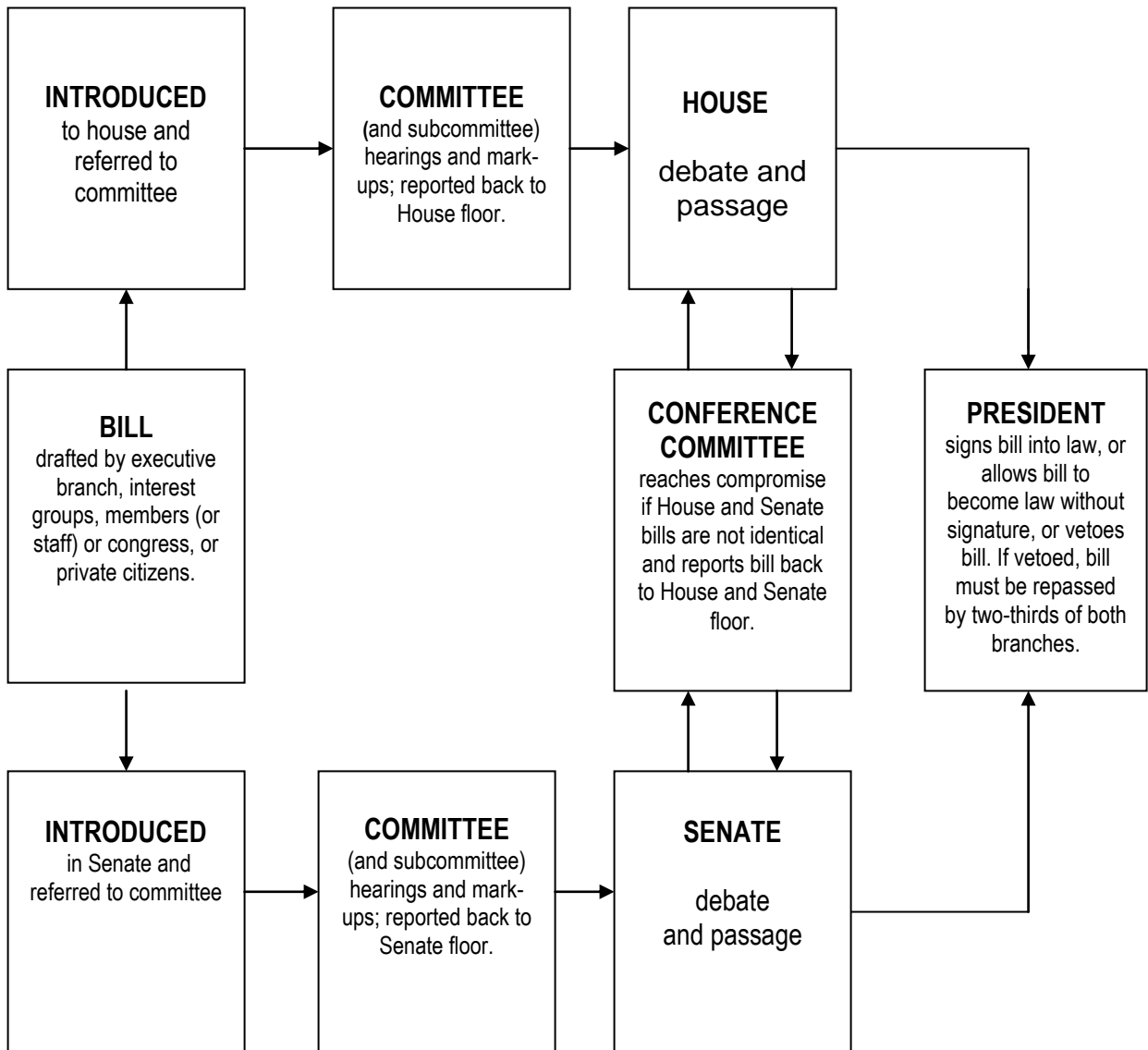
THINGS TO REMEMBER WHEN MAKING OUT NATIONAL REPORTS

1. Unit report must be postmarked not later than the date specified on the report.
2. Be sure to fill in your unit name and the unit number and the state.
3. The report must be signed by the unit commander and/or chairman.
4. If you have no activity in some areas you do not have to fill in the blanks. Be sure to fill in what you have done.

Hopefully some of this information will help you to understand the Legislative program of the Disabled American Veterans and the role that the Auxiliary plays.

If any additional information is needed, please write to your National Legislative Chairman through National Headquarters. Above all you must act and not have an attitude of "I DON'T CARE." It's up to us.

HOW A BILL BECOMES A LAW



LOCAL UNIT

1. Procedures for taking Minutes
2. Types of Meeting
 - Regular
 - Executive
 - Special
3. Auditing books
4. Sample of Treasurer's report
5. Warrants or Check Requests
6. Financial Report Form

PROCEDURES FOR TAKING MINUTES – LOCAL UNIT

The minutes of a unit reflect what was done during a meeting; not what was said by the members, or the Adjutant's opinion, favorable or otherwise.

The first paragraph should contain the kind of meeting; i.e., regular, board, or special, name and number of the unit, date, time and place of the meeting. It should include if a quorum was present; if all elected and appointed officers were present, and if not, the names of the persons filling the empty stations.

Further information in the minutes should always include the names of visitors, new members, members that are ill or in distress, acceptance or rejection of a transfer member, approval of previous board, special or regular meeting minutes (indicating any corrections), and the approval of any bills presented.

Portions of the treasurer's report should be included: namely balance on hand from the previous month, total income taken in during the month, total expenses for the month, and the present balance. A copy of the complete treasurer's report may be included if the unit so desires.

All motions are included; giving the name of the mover and disposition of the motion; i.e. if adopted, amended and adopted, or lost. All points of order or appeal should be recorded. Also, any rulings made by the

chair and reason for the rulings. The name of the person who seconds a motion should not be entered in the minutes unless so ordered by the membership.

The last paragraph should contain the hour of adjournment and the date of the next regular meeting.

When a count has been ordered, or a vote is by ballot, the number of votes on each side should be entered.

When a committee report is of great importance or should be recorded for historical purposes of the organization, the members may so order it to be entered in full in the minutes. The name of a guest speaker, with reference to his or her subject, shall also be recorded.

The words, "Respectfully Submitted" are no longer used when the Adjutant signs the minutes. When the minutes are approved, "Approved with the Adjutant's initials and date" should be written below the Adjutant's signature. If the unit so requests, the Commander's signature would also appear on the approved minutes.

TYPES OF UNIT MEETINGS

Regular Meetings:

Each unit shall hold no less than four regular business meetings per year, at a time and place set by vote of the unit membership.

Five (5) senior members shall constitute a quorum. One member shall be the commander or a vice commander.

Regular business meetings must be conducted according to the Official Ritual, using the agenda provided in the Ritual. * When it is necessary, the Ritual may be dispensed with, by vote, in order to expedite business.

If any officer, elected or appointed, is absent without good cause for three (3) consecutive meetings, the office shall be declared vacant. The Commander shall fill vacancies in appointed offices. Vacancies in elected offices shall be filled according to the Standard Local Unit Bylaws.

AGENDA

1. Vote on Transfer Members
2. Introduction of Visitors
3. Introduction of new members followed by initiation (if applicable)
4. Reading of Minutes of last unit and executive board meetings
5. Treasurer's Report of receipts and disbursements
6. Reading of Bills and Communications
7. Sickness and Distress
8. Report of Committees: Membership, Americanism, Hospital, Community Service, Legislative, History, Junior Activities, Ways and Means, and any other appointed committees
9. Unfinished Business
10. New Business
11. Money March
12. Remarks for the good of the Organization.
13. Closing Ceremony

EXECUTIVE BOARD MEETINGS:

Board meetings shall be called by the Commander with sufficient notice to enable all members to attend, or on written request by five members of the Board, with sufficient notice to all Board members.

Members of the Executive Board are: Unit Commander, Senior Vice Commander, Junior Vice Commander, Treasurer, and the Immediate Past Unit Commander. In addition, units of 50 or less senior members, two (2) members shall be elected to serve on the Executive Board. In Units with more than 50 senior members, four (4) members shall be elected. Units may elect alternates to the Executive Board, if desired.

An Executive Board shall transact the business of the Unit and make recommendations; however, none of its actions shall conflict with the actions taken by the Unit.

The minutes of all Executive Board meetings must be read at the next regular meeting of the Unit for approval by the unit membership. A majority of the Executive Board shall constitute a quorum.

All board meetings are open meetings; however, only members of the Executive Board may make motions or vote on same.

The Unit Adjutant attends the meetings for the purpose of taking minutes. The Chaplain may attend for spiritual guidance.

SPECIAL MEETINGS:

Special meetings may be called by vote of the Unit at a preceding regular meeting; or by direction of the Unit Commander, or by the Unit Commander upon receipt of a written request by a quorum of the members. The request shall state the purpose of the meeting.

Written notice of special meetings and their purpose shall be sent to all members by the Adjutant. No business may be transacted at a Special meeting except that for which the meeting was called. A quorum must be present. Minutes of the Special meeting must be read and approved at the next regular business meeting.

The order of business and procedure of special meetings shall be:

1. Call to Order
2. Special order of business
3. Closing

AUDITING BOOKS

When auditing the Treasurer's records, the commander appoints three auxiliary members, excluding the Commander, Adjutant, Treasurer, and Senior Vice

Commander. The Treasurer may be present at the audit in order to answer any questions.

(1) The receipt book, the warrant book, the checkbook, bank statements with cancelled checks, and the record book should be made available to the Committee. Also, any chairman that handles money for the unit shall turn in their records for audit.

A receipt book, if used, should be checked and totals verified with the deposits entered in the checkbook, on bank statements and/or monies recorded under "receipts" in the record book.

(2) When checking disbursements, see that all warrants or check requests are signed by the Commander and the Adjutant and a check issued for same. The checks should be signed by the Commander and Treasurer, or a third authorized person. The Senior Vice Commander shall be the third authorized signature on all unit bank accounts and in the absence of the unit Treasurer or unit Commander, shall sign or cosign unit checks.

All warrants and checks should indicate the purpose for which they are written. Disbursements should also be entered in the record book.

(3) Verify the bank balance. The last bank statement received should be used to reconcile the final balance in the checkbook and the record book. Each month, the Treasurer should reconcile the bank account, according to the instructions on the bank statement.

(4) The result of the audit is to be reported on the Financial Report form, which is sent to all Units from National Headquarters. Within 10 days following completion of audit, a copy of the Financial Report form is to be sent to National Headquarters and to the State Adjutant. Failure to comply will bar the Unit delegates from voting at State and National Conventions.

(5) After the audit is completed the committee should sign and date the checkbook, warrant book, record or ledger book, and receipt book.

The Financial Report is read to the Unit membership by the chairman of the Auditing Committee. This report must then be adopted by the membership and so recorded in the minutes.

The Treasurer's books shall be audited at least once a year, which shall be just prior to installation of the newly elected Treasurer.

Should the gross income of any Unit exceed \$100,000, the unit financial records shall be reviewed and verified by an Independent or Certified Public Accountant. The Unit Adjutant shall mail the accountant's statement and a completed Financial Report form to State and National Headquarters within ten (10) days following completion of the audit. Failure to comply with the above will bar the delegates from voting at the following State and National Conventions.

FUND RAISERS

Units can conduct fundraisers with written chapter approval. If the fundraiser will gross less than \$5,000.00, chapter approval is all that is needed. HOWEVER, the State DAV should be notified that a fundraiser will be held.

Should the fundraiser gross more than \$5,000.00 then the unit must have approval of chapter and state. All approvals must be in writing.

Should a contract be involved then the unit must have approval of chapter, state and the National Executive Committee of the DAV. Should a unit not have a chapter, they must get written approval from the DAV State Department.

When conducting a fundraiser should you need labels of auxiliary members or wish to use the logo of the DAV Auxiliary, a copy of your request and the written approval of the

DAV must be sent to National Auxiliary Headquarters before labels or permission to use logo is granted. Use of the logo, whether for fundraising purposes, clothing for officers, etc., must be approved by National Auxiliary Headquarters. The request must describe the purpose for which it is being used and if permission is granted it can only be used for that purpose. Each time it is used permission must be granted. This is to protect units and state departments.

State Department Auxiliaries must have written approval from the DAV State Department for any fund raiser and can only solicit within their state borders.

When requesting, in writing, approval for a fundraiser the letter must state how much the unit or department expects to raise. This is always an estimate based on prior experience and membership. The letter requesting approval should also indicate what the funds will be used for, when it will be held, what type of fundraiser is it to be. Ex. Bake sale, forget me not drive, raffle, etc.

ELECTIONS **UNITS**

1. All senior members must be notified in writing that the annual election will be held giving time, place and date. Any auxiliary senior member in good standing can be nominated for a unit office.
2. Any senior member in good standing can vote at an election. This means any senior member, including the commander. Remember, the commander can always vote. The commander can vote to break a tie, can vote to create a tie, or can abstain from voting.
3. Any member can be nominated from the floor if they are a senior member in good standing of the unit.
4. The commander conducts the election. If absent, the duty falls to the senior vice commander. What happens should the commander, senior vice commander and

junior vice commander all be absent? There is no meeting since the bylaws state that a quorum of five senior members must be present and one must be the commander, or the senior vice or junior vice commander in order to conduct a meeting.

5. The commander begins by stating that nominations are open for the office of commander and asks if there are any other nominations? The commander then pauses and if there are no other nominations, declares nominations closed for the office of commander and then calls for the vote. All those in favor. All those opposed. Majority determines the outcome.
6. If more than one member is nominated for the same office then ballots must be passed out to the members that are eligible to vote. The balloting will continue until a member obtains a majority (more than half) of the votes or one of the nominees chooses to withdraw leaving only one candidate.
7. If the same officers are elected that have been serving, they must be properly installed each year by an officer that is eligible to perform the ceremony of installation as dictated in the Standard Local Unit Bylaws.

COMMANDER

- Shall preside at all regular or special meetings of the unit.
- Shall maintain order and such business as may legally be brought up during meetings.
- Shall countersign all checks and vouchers issued.
- Shall perform all other duties that may reasonably be assumed with the office as set forth in the Constitution and Bylaws of the National Auxiliary, the Standard State Bylaws, Standard Unit Bylaws and in the Official DAVA Ritual.
- The commander shall also carry out such other duties as may be lawfully determined by the unit.

It is the responsibility of the Commander:

1. To open the meeting at the appointed time.
2. To follow the proper sequence of business according to accepted practices of the unit in an orderly manner.
3. To properly recognize members who wish to speak.
4. To state and put to vote any motions that may come before the Unit as motions or that otherwise are brought forth during the meeting proceedings, and to announce the results of each vote. Shall also rule that a motion is out of order if it is not pertinent to the business of the meeting or is of a personal nature, etc.
5. To maintain order of the meeting at all times and expedite the business of the meeting without abridging the rights of the membership.
6. To declare the meeting adjourned when the Unit so votes or at the time prescribed in the program of the meeting.
7. To ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.

At each meeting the Commander should have available:

1. A copy of the National Auxiliary Constitution and Bylaws.
2. A list or agenda of the complete order of business.
3. A list of all committees and chairmen.
4. A copy of the State Department Standing Rules.
5. A copy of the Unit Standing Rules, if any.

Practices of an effective Commander

Commanders are the unit's representative and program coordinator for the term that he/she is elected to. In addition to conducting meetings, a commander is responsible to

- Maintain a working relationship with the parent chapter, state department, and community when applicable.
- Appropriately represent the unit at DAVA functions and programs in the community

as determined by the unit. The commander may delegate responsibilities to another officer or member in his/her inability to attend.

- Promote the greatest extent of member participation possible by presenting activity opportunities for consideration by the membership. Encourage committee chairmen and the general membership to share information of upcoming events or programs of interest to the membership.
- Appoint and empower members and committees to investigate and recommend, plan, or perform, activities and programs that are beneficial to the purpose of DAVA. The best ideas come from members that are involved in projects that interest them.
- Involve the senior vice commander in decision making and practices in preparation for him/her to perform the duties of the commander in the future.

SENIOR VICE COMMANDER

The senior vice commander shall perform the duties as set forth in the Official DAVA Ritual and shall encourage comradeship and promote harmony among the members. If given a chairmanship, such as membership, a report shall be given at each meeting. In the absence of the unit commander, the senior vice commander shall act in that capacity. Should the office of commander become vacant, the senior vice commander shall move up in position to fill the vacancy. If the senior vice commander refuses to accept the office of commander, the position of senior vice commander shall also be declared vacant, the junior vice commander shall fill the vacancy, and an election shall be held for senior and junior vice commanders.

JUNIOR VICE COMMANDER

Shall perform the duties of the station set forth in the Official DAVA Ritual. Shall see that every member is given a reasonable opportunity to state their views, in an orderly manner, on any subject under discussion in a meeting. Should a chairmanship be a duty

of the office, such as Americanism, a report shall be given at each meeting and the involvement of the membership should be encouraged. Should a vacancy in the office of senior vice commander occur, the junior vice commander shall assume that position.

ADJUTANT

The adjutant is responsible for keeping the unit's records and managing the official correspondence of the unit. The adjutant shall keep detailed records of action taken at the unit's meetings. All motions considered by the unit shall be recorded along with the names of the members making such motions. The minutes shall indicate that the motion had a second and that discussion followed. The details of the discussion do not have to be recorded verbatim, only that discussion was allowed. It shall be recorded in the minutes whether the motion passed by majority or was rejected. Should the motion fail to have a second, it is so recorded by stating the motion did not have a second; therefore the motion failed. Any corrections made to the minutes of the prior meeting shall be recorded in the minutes of the meeting when they are corrected. Minutes of general and executive board meetings shall be given to the membership at the next general meeting. A motion and a second must be made by an executive board member to accept the minutes of an executive board meeting; no motion to accept the minutes of a general membership meeting is required.

The adjutant is responsible for mailing notices of meetings to all senior auxiliary members. Should it be a meeting to hold nominations and elections, the notice shall specify that this will be the subject of the meeting, when the meeting will be held, time the meeting will be held, and where the meeting will be held. This written notice must be sent out at least ten (10) days prior to the meeting. This is also true of any special meeting. A special meeting shall indicate what subject is to be discussed and no other business may be brought before the membership.

The adjutant shall make the minutes and records of the unit available to members upon request.

The adjutant shall furnish national headquarters with the names of convention delegates, shall submit the unit officer report form provided by national headquarters once the election has been held, and shall be responsible for keeping the membership roster up to date and notify state department and national headquarters of changes and deaths of members.

TREASURER

The treasurer shall be the custodian of the unit funds. All monies from any activity of the unit shall be turned over to the treasurer and shall be held by the treasurer. The treasurer shall distribute funds approved by the unit upon receipt of a signed voucher.

It shall be the responsibility of the treasurer to:

- Keep a system of accounting that indicates income and disbursements and reconcile the accounts each month.
- Preserve all receipts and vouchers for any payments made and shall render a report of the receipts and expenditures at each general meeting.
- Submit an annual report to the state and national organization.
- Submit the appropriate annual 990 report to Internal Revenue Service.

CHAPLAIN

The chaplain is the spiritual leader of the unit and shall be responsible for leading prayers for the unit meetings. The chaplain shall keep the unit informed of members who may be in distress, make visits, and send remembrances to ill or deceased members or their family in accordance with the unit's standing rules. The chaplain may be called upon to represent the unit at funeral services for deceased members.

SERGEANT-AT-ARMS

Shall assist the commander in preserving order during unit meetings when called upon to do so. The sergeant-at-arms may be responsible for handling the physical arrangement of the meeting room.

MEMBERS' DUTIES

1. To conduct yourself in an orderly manner.
2. To remain attentive when someone has the floor.
3. To eliminate conversations between yourself and other members while the meeting is being conducted.
4. To stand and be recognized by the chair should you wish to make a motion, ask a question or discuss some matter pertinent to the unit and its members.
5. To keep personal matters off of the floor and out of the meeting.
6. To become involved and be ready to take on added responsibilities in order to help the unit.
7. Do not always be ready to criticize the action or mistake of another member. Regardless of how much we would like to believe it, none of us are perfect.
8. You elected the officers so you must respect their position. They in turn must realize that the unit is the governing body and each member is part of that unit. Majority of the unit body dictates and decides upon motions and procedures.

TIME SAVERS FOR CONDUCTING A MEETING

A commander or chairman can keep a meeting moving when they realize that no one can discuss an issue unless a motion is made first and then seconded. (A second does not mean someone is in favor of the idea but that it should be discussed.)

Experience tells us that there have been too many times when one person wants to do something and no one else wants to discuss it yet the person is allowed to ramble on. This is a time waster.

1. Bad motions can be a waste of time. Do not make up the wording of the motion once you have been recognized to speak. Use paper and pencil and write the motion down as you wish to introduce it. This helps prevent complicated amendments or withdrawing it and starting over again. Remember that a well thought out motion includes what is to be done, when it is to be done and in some cases how much time or money is involved. It must be kept as clear as possible for the membership consideration. A motion presented without some thought is a time waster.
2. Calling on committee chairmen to give reports when they do not have one to give can be a time waster. The commander should contact her committee chairmen prior to the meeting being called to order. If they have nothing to report then only those committee chairmen who will be making a report should be called upon. To further expedite the meeting, the committee chairmen making reports should sit in the front of the room so that they do not waste time getting up and walking to the front to give their reports.
3. If a committee has been formed to research a project, such as a fund raiser or some project involving the membership then it should be presented by the chairman of the committee as a motion and not a recommendation. The motion should come at the end of the report and does not require a second because at least one other committee member has already agreed that it should be discussed. This cuts out a step. If a committee makes a recommendation, someone still has to make a motion to accept the committee's recommendation.
4. Calling for a vote in the proper way can save time. The chairman needs to repeat the motion as it has been moved and seconded and ask for discussion.

After this is accomplished the commander will call for the vote.

5. A senior member in good standing can only speak twice to a motion, but only after everyone who wants to speak for the first time does so. This stops any member that is always popping up to talk after each member speaks.

An effective commander or chairman provides their membership with information so that they also know how to keep meetings moving.

UNIT MINUTES

Name and Number of Unit _____

Location _____ Date _____ Time _____

CALL TO ORDER:

Prayer by _____ Chaplain

Pledge by _____ Patriotic Instructor

Purpose given by _____ Sr. Vice Commander

Eligibility given by _____ Jr. Vice Commander

Roll call of officers by _____ Adjutant

Commander: Present _____ Absent _____

Sr. Vice Commander: Present _____ Absent _____

Jr. Vice Commander: Present _____ Absent _____

Treasurer: Present _____ Absent _____

Chaplain: Present _____ Absent _____

Adjutant: Present _____ Absent _____

Total officers & members present: _____

Unit had a quorum: Yes ____ No ____ (Five (5) Senior members shall constitute a quorum. One member present shall be the Unit Commander or a Unit Vice Commander.)

ORDER OF BUSINESS:

Names of transfer members voted on: _____

Names of visitors: _____

Names of new members who were initiated: _____

(New members and those who have not been previously initiated must be initiated at the meeting and their names recorded in minutes.)

READING OF THE MINUTES: Adopted _____ Adopted as amended _____

(The commander asks if there are corrections to minutes. Hearing none the minutes would be declared approved as read. If there are corrections, the minutes would be adopted as amended by unit vote.)

TREASURER'S REPORT: Beginning balance: _____ Income: _____

Disbursements: _____ Closing balance: _____

(After the report is given, the commander states that the treasurer's report will be filed for audit. A motion does not have to be made for this. **A motion to accept the report is out of order**, since an audit must be taken before it can be established that the treasurer's records are correct.)

BILLS AND COMMUNICATIONS:

Motion by: _____ Seconded: Yes _____ No _____
Carried: Yes _____ No _____

(If any action is taken on payment of bills or correspondence, the motion must be recorded correctly and the name of the person who made the motion must be indicated. It must show there was a second to motion, discussion followed, and the outcome of the vote of unit.) **This is true of any motion on any matter at a Unit Meeting.**

SICKNESS & DISTRESS: _____

REPORT OF COMMITTEES:

Membership by _____
Americanism by _____
Hospital by _____
Community Service by _____
Legislation by _____
History by _____
Junior Activities by _____
Ways and Means by _____
Other committee reports: _____

UNFINISHED BUSINESS: _____

NEW BUSINESS: _____

MONEY MARCH: Amount collected _____

REMARKS FOR THE GOOD OF THE ORGANIZATION: _____

CLOSING CEREMONY:

Minutes Approved: Date _____
Adjutant's Signature: _____
Commander's Signature: _____

TREASURER'S REPORT

Treasurer's Report by: _____

Date: _____ Unit Name and Number _____

Beginning Balance: Month ____ Day ____ Year _____

(Checking Account) \$ _____

Receipts:

Membership dues from:

Names: _____

_____ \$ _____

Fund Raisers..... \$ _____

Donations \$ _____

Other: (explain) _____ \$ _____

Total Receipts \$ _____

Disbursements:

Dues to National Headquarters \$ _____

Postage \$ _____

Expense for fund raiser \$ _____

Other: (explain) _____ \$ _____

Total Disbursements \$ _____

[NOTE: Beginning balance (+) Total receipts (-) Total disbursements (=)]

Closing Balance \$ _____

ADD:

Checking: \$ _____

Savings \$ _____

Certificates, etc. \$ _____

Other accounts: (Explain) _____ \$ _____

Total Unit Assets \$ _____

Treasurer's Signature: _____

(This is a suggested form that can be used by the unit treasurer.)

TREASURER'S REPORT SUMMARY

Unit Name & Number _____

Date of Meeting _____ Reporting period from _____ to _____

BEGINNING BALANCE (from last report)..... \$ _____

(+) Total receipts (income)..... \$ _____

(-) Less total disbursements..... \$ _____

CLOSING BALANCE: \$ _____

ADD:

Checking: \$ _____

Savings: \$ _____

Certificates: \$ _____

Total of all assets: \$ _____

Treasurer's signature: _____

(This can be filled out by the treasurer from the treasurer's report and given to the adjutant to be attached to the minutes.)

SAMPLE

<p>No. _____</p> <p>Date _____</p> <p>Amount _____</p> <p>Payable To:</p> <p>_____</p> <p>_____</p> <p>For: _____</p> <p>_____</p>	<div style="text-align: center; border: 1px solid black; background-color: #e0f0ff; padding: 5px;"> <p>Disabled American Veterans Auxiliary Warrant / Voucher / Check Request</p> <p>No. _____ 20 <small>(Must Agree with Check Issued)</small></p> <p>The Treasurer of: _____ <small>Give Dept. or Unit & Number (whichever is applicable)</small></p> <p>Shall Issue Check To: _____</p> <p>In The Amount of: _____ <input style="width: 50px; height: 20px;" type="text"/></p> <p>For: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">_____ <small>Commander</small></p> <p style="text-align: right;">_____ <small>Adjt./Finance Chairman</small></p> <p style="text-align: center; font-size: small;">The form must be signed by Adjt./Finance Chairman and co-signed by Commander.</p> </div>
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This is a sample of a Check Request/Voucher/Warrant. It must be issued by the adjutant with an explanation such as receipts attached, voted on by unit, mandate, etc. The number should be the same as the check that is to be issued by the treasurer. Once the adjutant has completed the voucher it is to be checked by the commander. If the commander agrees that the information is correct it is then co-signed by the commander and given to the treasurer.

The Treasurer does not issue a check until the completed voucher has been received with receipts attached or reason clearly stated. Checks are never issued and signed by the commander and the treasurer unless completed. **Blank checks are never issued.**

(It would be advisable if the adjutant kept a copy of the warrant and any receipts that might be needed. This is to protect the unit should records become unavailable for some reason. If the adjutant is also the treasurer, then a copy should be retained by the commander.) This would be on the unit level only. State departments shall set up their own way of protecting records and funds.

FINANCIAL REPORT FORM INSTRUCTIONS

The following information corresponds to the lines of the financial form to be filed at the end of the fiscal year. Please use these guidelines as an aid in filing an acceptable report. **Some lines may not be applicable and, therefore, should be left blank. Please do not write on the back of the form. Attach sheet to explain any projects or expenditures that may exceed \$500. See that all entries are indicated on the correct lines.**

Complete information at the top of the report – Show correct accounting period (must be period of 12 months).

BEGINNING BALANCE: List the total assets from the previous report. (Line 25)

INCOME

1. Include all per capita income received from National Headquarters during this fiscal year.
 - 1A. Income received from junior members, minus national and state per capitass.
2. Total gross Income from Forget-Me-Not drives held by Auxiliary.
3. Total gross income from bingo. (Bingo only)
4. Total gross income from a Thrift Store operation. If not applicable, strike out "Thrift Store" and show total of other various fund raisers with an explanation.
5. Total gross income from kitchen operations.
6. Interest received on all accounts, C.D.'s and investments.
7. All monies received which do not fit into the above categories. Attach a schedule which shows all sources of income reported on this line and the **total** amount from each source.

8. Total all income lines 1 through 7. Do not include beginning balance.

DISBURSEMENTS

9. Total of all salaries, payroll taxes, and employee benefits. The schedule should name the persons employed, their duty, and amount.
10. Total amount spent for state and national conventions, conferences, schools of instruction and meetings. List the name of each person attending and the amount credited to each.
11. Total amount spent for postage, such as mailing of newsletters, bulletins, membership mailings, etc., plus the amount spent for all office supplies.
12. Total amount spent for V.A. Medical Centers. Gifts, clothing, parties, magazines, monthly **bingo** for patients, etc.
13. Total of monies donated to National Auxiliary Service Program only.
 - 13A. Donations to other programs. Attach schedule.
14. Total amount of expenses for the Forget-Me-Not drive. Include the direct cost of your drive; flowers, canisters, posters, hats, etc.
15. Total amount of expenses of a bingo operation, **which must also include the payout to the players.** Attach schedule.
16. Total amount expended for a Thrift Store operation. If not applicable, strike out "Thrift Store" and show expenses for various fund raisers reported on line 4 under Income.
17. Actual kitchen operation expenses and/or expenses of a meeting place, rents, utilities, supplies, repairs, awards, gifts, pins, dinners, installations, etc.

The schedule must list the reason and the total amount for each.

- 17A. Self-explanatory (if applicable).
18. Total of all monies expended which do not fit the above categories. Examples are: officer expenses (not salaries); supplies ordered for resale; fund-raising expenses; dinners, picnics, and parades; gifts, plaques, and awards; any unusual expense. Include monies disbursed to Chapter, State Department, and National Headquarters. The schedule must list the reason and the total amount for each.
19. Total of all disbursements lines 9 through 18.

ENDING BALANCE: To compute this entry, add the beginning balance to the total income, subtract the total disbursements, add or subtract the adjustments for fixed assets ... if your fixed assets changed in value.

ASSETS

20. The amount in the checking account on the last day of the report.
21. The total amount in savings accounts on the last day of the report.
22. The total value of certificates of deposit on the last day of this report.
23. If applicable, first, list the value of the real estate when purchased or received. Second, list the **market value** which is the current valuation of your real property, buildings and improvements, as determined by an appraiser, or the value for which it is insured.
24. If applicable, list all other assets such as furniture, equipment, inventory, and investments. The schedule is required to identify the assets and the dollar amount assigned to each.

25. Total all assets. If this figure does not equal the amount on the balance line, the report is not balanced and will not be acceptable.

Now to achieve an accurately balanced report, you must compare the value of the fixed assets (fixed assets are all non-cash assets; therefore, do not include checking, savings, or C.D.'s).

Check your report. Line 25 must agree with the balance line after line 19.

Note: **EMPLOYER IDENTIFICATION NUMBER (EIN)** would be the tax reporting number.

EMPLOYER IDENTIFICATION NUMBER (EIN)

The Disabled American Veterans Auxiliary is a non-profit organization and all units and state departments are exempt from federal income tax under Section 501 (C-4) of the IRS Code. Upon application, the IRS assigns an Employer Identification Number (EIN) to each unit and state department.

This number is very important when setting up your unit or state department checking/savings account. If these accounts are set up with an EIN number, any interest received on these accounts will be exempt from federal income tax.

If an officer places their social security number on any of these accounts, the interest is seen by the IRS as a personal taxable income.

When granting a charter for a new Auxiliary unit or state department, National Headquarters sends the new unit Form SS-4 to be completed by the unit and filed with the District Director of Internal Revenue. The Internal Revenue will then issue an EIN number which the unit is to use on all accounts or to identify their unit as non-profit.

If your unit has been chartered for some time, and the Commander does not know the Employer Identification Number, contact National Headquarters. If we have it on file we will be glad to see that you receive the information. If we do not have it on file then you must contact the Director of your local Internal Revenue Service and ask to complete a Form SS-4, Application for Employer Identification Number.

IF YOUR STATE HAS A SALES TAX, THIS FEDERAL EXEMPTION DOES NOT EXEMPT YOUR UNIT OR STATE DEPARTMENT FROM PAYING THIS TAX.

IRS FORM 990-N

DAV Auxiliary units and state departments whose gross receipts are \$25,000 or less are required to submit online Form 990-N, also known as the e-Postcard. The Pension Protection Act of 2006 added this filing requirement to ensure the IRS and potential donors have current information about the organization. (DAV Auxiliary units and statements whose gross receipts are greater than \$25,000 are required to file IRS Form 990.) Please refer to this site for additional information.

How to File - The e-Postcard is filed electronically by answering fewer than ten questions in an online form. Go to <http://epostcard.form990.org>. When you link to the system, you leave the IRS site and file the e-Postcard with the IRS through a trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information Needed to File the e-Postcard - The e-Postcard is easy to complete. All you need is the following information:

- Employer identification number (EIN also known as a taxpayer identification number).
- Tax year
- Legal name and mailing address
- Name and address of a principal officer

- Confirmation that the organization's annual gross receipts are normally \$25,000 or less.

An organization that fails to file the required e-Postcard (or information return) for three consecutive tax years will automatically lose its tax-exempt status. The revocation of an organization's tax-exempt status will not take place until the filing due date of the third year.

RETENTION OF RECORDS

So many times units and state departments are not informed as to how long certain records are to be kept. Here is a list of **suggested** retention periods. You may want to use the list as a guideline. Statutes of limitations vary for different kinds of information, different industries and organizations for different states. To obtain more specific guidance, order the *Guide to Record Retention* from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

- Auditors reports and financial statements – 7 years
- Bank reconciliation and statements (this includes deposit slips, stop payment notices, void checks) – 3 years
- Checks, canceled – payroll or general and vouchers to vendors, employees, etc. – 8 years
- General ledgers and journals – indefinitely
- Subsidiary ledgers (including accounts receivable and accounts payable) – 6 years
- Travel expense reports – 6 years
- General correspondence – 2 years (Correspondence pertaining to problems or unusual situations within the unit or state should be kept for a longer period of time.)

- Minutes – Bylaws and Charter – Treasurer’s Report – indefinitely
- Invoices – 3 years

State Departments may have need for the information below:

- Inventory of products, materials and supplies – 7 years
- Contracts and agreements still in effect – indefinitely
- Withholding tax statements – 6 years
- Policies, all types expired –4 years

STATE EXECUTIVE COMMITTEE MEMBER AND ALTERNATE

Since it is impossible for all unit members to attend every State Executive Committee meeting that is required, each unit elects a state executive committee member and alternate to represent the unit at the State Executive Committee meeting.

One state executive committee member and alternate shall be elected prior to the annual state convention to represent the unit on the State Executive Committee. The term of office for the SEC and Alternate shall be the same as the state officers. Should the State Executive Committee Member and Alternate not be able to attend a State Executive Committee meeting, a temporary State Executive Committee Member or Alternate cannot be elected for that purpose.

PROPER INSTALLING OFFICERS

An auxiliary past national commander, an elected national officer, an elected state officer, or a past state commander shall install State Executive Committee members.

TIME OF INSTALLATION

All State Executive Committee members and alternates shall be installed by a proper

installing officer at a time and place provided in the State Standing Rules.

QUALIFICATIONS

MUST BE A MEMBER IN GOOD STANDING. In order to be elected, the member must have membership dues paid for their entire term and not just for the current membership year and received the Membership Initiation.

Any elected or appointed officer of the unit can serve as a State Executive Committee member if elected by the unit. Exception: Any member of the unit who is an elected state officer with a vote on the State Executive Committee due to the office cannot be elected as a State Executive Committee member from the unit.

Any member of the unit who has an elected or appointed position on the State Executive Committee without vote can be elected as a State Executive Committee member.

Example: The State Judge Advocate, State Chaplain or the State Adjutant could be elected as a State Executive Committee member by the unit since they have no vote on the State Executive Committee.

TERM OF OFFICE for an SEC and Alternate is from their installation at the post-convention State Executive Committee meeting through the next State Convention. The SEC or Alternate will vote during the post-convention SEC meeting, at the Mid-Winter State Executive Committee meeting, the pre-convention meeting, and if applicable, by mail ballots.

SEC DUTIES

Must attend post-convention and pre-convention State Executive Committee meetings, convention meetings, meetings provided for in the State Standing Rules, and any special meetings called by the state department.

Since a State Executive Committee member or their Alternate cannot possibly predict what problems may be discussed they must remember that they are not required to contact their unit and vote as the unit wishes them to vote. They must weigh all the facts presented and vote on the documentation submitted and not as a biased member of the committee. They are the liaison from the unit to the state and since they have been elected by the unit to represent them, it should always be with the understanding that the State Executive Committee member or their Alternate, if the State Executive Committee member cannot be present, must weigh all the facts and then cast their vote. However, it is also their responsibility to report to the unit after attending a State Executive Committee meeting and also to inform the unit of any ballot they receive and how they cast their vote.

PRE-CONVENTION MEETINGS AND CONVENTION

SEC's and Alternates do not register for a State Executive Meeting. It is the duty of each unit to send to the State Adjutant the names of the duly elected SEC's and Alternates to enable the State Adjutant to call the roll of the SEC's. The UNIT OFFICER REPORT FORM requests this information in order to assist the state. If the unit does not submit the names it shall result in the unit not having representation on the State Executive Committee. This is all that is necessary for identification to attend as a voting member of the State Executive sessions. It is from those who answer the roll call that the State Adjutant determines that a quorum is present.

In order to cast a vote at the State Convention they must have credentials to show that they are a duly accredited delegate of their unit, an elected state officer, a past state commander or an active resident past national commander.

The responsibility of the State Executive Committee is to take care of business between conventions only. Once the

convention has commenced it is the right of the delegates to cast the votes.

If you wish to cast a vote at your state convention you must be one of the aforementioned to qualify as a delegate.

GENERAL INSTRUCTIONS FOR REGULAR UNIT MEETINGS

*** One rap of gavel, all members be seated.**

****Two raps, Officers take their station.**

*****Three raps, all members stand.**

Before the opening ceremony of regular meetings, the altar is covered with an altar cloth, preferably blue with gold, with a closed Bible on top. For memorial services, a white altar cloth shall be used and the charter will be draped with white crepe. Memorial services held during a regular meeting will be conducted following the opening ceremonies.

Members who arrive late, pause upon entering the room, salute the Flag and be seated.

The entire Membership Initiation Ceremony shall be given to all auxiliary members within their respective units.

1. Conducted by a unit, state or national auxiliary commander or any Auxiliary past commander. (In the absence of the Commander the presiding officer may conduct the ceremony.)
2. Conducted at any regular or special meeting, with the exception of a meeting held for the election of officers. (This exception would not apply to a newly chartered unit, or when a charter has been reissued within the required eighteen (18) month period.)

REGULAR MEETING

COMMANDER sounds gavel. (All be seated)*.

COMMANDER – Officers will please take their stations **. (If an officer is absent the Commander appoints some member to fill the vacancy for the meeting.)

COMMANDER – Sergeant-at-Arms, you will see that the door of our hall is closed.

(If the Colors are presented) –

COMMANDER – Conductor, present the Flag of our Country. (The Color Bearers, with the Colors are standing at or just outside the doors entering the meeting hall, which shall be opposite the Commander’s Station.)***

CONDUCTOR – Color Bearers, Forward March. (Flag posted at positions indicated on diagram.)

CONDUCTOR – Commander, the Colors are in position to receive the respect due them.

COMMANDER – Members Salute. (Salute is given.)

COMMANDER – The Chaplain will invoke the blessing. (If the Colors are in place, members stand***)

CHAPLAIN – (The Chaplain advances to the Altar, opens the Bible, and may give the following prayer or one that is appropriate.)

We thank Thee, Almighty Father, for permitting us to gather here again. Bless and keep our absent ones. Help each one of us to live, so that the world may be better for our having lived. Bless and keep our disabled veterans and help fit each for a long and useful life. May we with Thy help ever be ready to lend a helping hand to each and every one of our needy ones. Amen.

COMMANDER – The Patriotic Instructor will lead us in the “Pledge of Allegiance to our Flag.”

PATRIOTIC INSTRUCTOR – Free your hands; stand at attention; place your right hand over your heart; and join in the Pledge of Allegiance to our Flag. “I 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.”

CONDUCTOR – Post Colors. (After colors are posted the Chaplain returns to designated station.)

COMMANDER – Conductor and Assistant Conductor you may return to your station. (Color and Banner Bearers take seats beside the Patriotic Instructor and Musician.) (At the discretion of the Auxiliary our National Anthem “The Star Spangled Banner” may be sung.)

COMMANDER – Raps (*) All members be seated.

COMMANDER – Senior Vice Commander, what is the Purpose of the Disabled American Veterans Auxiliary?

SR. VICE COMMANDER – The purpose of the “Disabled American Veterans Auxiliary” shall be to uphold and maintain the Constitution and laws of the United States; to realize the true American ideals and aims for which those eligible for the betterment of all wounded, injured, and disabled veterans; to cooperate with all patriotic organizations and public agencies devoted to the cause of improving and advancing the condition, health and interest of wounded, injured or disabled veterans and their families; to stimulate a feeling of mutual devotion, helpfulness and comradeship among all members and to encourage in all people that spirit of understanding which will guard against future wars.

COMMANDER – Junior Vice Commander, what qualifications determine eligibility for membership in the Disabled American Veterans Auxiliary?

JR. VICE COMMANDER – The family and extended family members of any person (or a deceased person) eligible for membership in the Disabled American Veterans are eligible for membership in the Disabled American Veterans Auxiliary. The family and extended family members of any honorably discharged veteran of the U.S. armed forces are eligible for membership in the Disabled American Veterans Auxiliary. The family and extended family members of any Auxiliary member are eligible for membership in the Disabled American Veterans Auxiliary.

COMMANDER – This Auxiliary is now open for any business that may properly come before it.

COMMANDER – Sergeant-at-Arms, admit any member who may be waiting. (The Conductor escorts in any visitors. If there are any distinguished guests present, the Commander asks the Conductor to escort them to the rostrum. Each one is escorted to the Altar and presented to the Commander, and is

then escorted around one of the colors at the Commander's station.) (No one should pass between the Altar and the Commander's station.)

COMMANDER – The Adjutant will call the roll of officers. (Sergeant-at-Arms stands and answers to roll call for officers both present and absent.)

ORDER OF BUSINESS

1. Vote on Transfer members
2. Introduction of Visitors
3. Introduction of new members followed by initiation (if applicable)
4. Reading of Minutes of last Unit and Executive Board Meetings
5. Treasurer's Report of Receipts and Disbursements
6. Reading of Bills and Communications
7. Sickness and Distress
8. Report of Committees: Membership, Americanism, Hospital, Community Service, Legislative, History, Junior Activities, Ways and Means, and any other appointed committees
9. Unfinished Business
10. New Business
11. Money March
12. Remarks for the good of the Organization
13. Closing Ceremony

CLOSING CEREMONY

COMMANDER – The business of this meeting has been accomplished. We will now have our closing ceremonies. (***)

COMMANDER – You will face the East, stand at attention in devoted memory of our departed Comrades. Though they have gone West, they face the East, as the sun rises for them on a new day. Pause_____

COMMANDER – Face the Flag of our Country – Hand salute!

COMMANDER – Face the Altar. The Chaplain will give the closing prayer. (Chaplain advances to the Altar, gives prayer.)

CHAPLAIN – Dear Heavenly Father, bless and keep our Auxiliary members as we are about to leave this meeting. Help us to be worthy and loyal members, forgiving in spirit, charitable to all mankind and ever ready to assist our disabled veterans. Amen. (Close Bible)

COMMANDER – Conductor, retire the Colors. (Colors are now retired to the rear of the hall. Color Bearers remain there. As Colors are retired, Chaplain returns to designated station.)

COMMANDER – (*) We are adjourned to meet again. (Specify date of next meeting.)

MEMBERSHIP

ELIGIBILITY: The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.

The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.

The family and extended family members of any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen, are eligible for membership in the Disabled American Veterans Auxiliary.

The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service are eligible for membership in the Disabled American Veterans Auxiliary.

The family and extended family of Auxiliary members who are not otherwise eligible for membership are eligible for membership in the Disabled American Veterans Auxiliary.

Any member in good standing and eligible for membership in both the parent organization and the Disabled American Veterans Auxiliary shall be eligible to vote, hold an elected or appointed office and/or chairmanship in the Disabled American Veterans Auxiliary when not holding an elected or appointed office and/or chairmanship in the Disabled American Veterans.

LIFE MEMBERSHIP: Members can become members for life should they wish to do so.

The amount for any life membership is determined by age category as follows:

18 to 30	\$ 250.00
31 to 45	230.00
46 to 60	200.00
61 to 70	180.00
71 or over	140.00
80 or older	Complimentary

Junior members are not eligible for a life membership.

Payments for a life membership may be paid in two ways. The entire amount may be paid upon application. Upon receipt of application and processing a life membership will be issued. If it is not possible to pay the entire amount when sending in an application then it can be paid in installments.

To pay a life membership in installments the applicant needs to make a down payment of twenty (\$20.00) dollars. Once processed, quarterly statements will be sent to the member until the full amount is paid.

If paid in quarterly installments the total life membership amount must be paid in full prior to the end of the third membership year. **No monies paid into life or annual membership will be refunded.** Effective with the 2010-2011 membership year, should a part-life membership not be paid in full at the end of the third membership year, the membership will remain in the unit for a minimum of one membership year to allow payment in full. If no further payment is received and the part-life membership becomes classified as "Inactive" after one full membership year:

- The membership will be moved to the state at-large for a maximum period of three membership years.
- At the end of the third membership year, the state-at-large membership will be moved to the national at-large. In order to be reinstated in the

original unit, the outstanding balance must be paid in full.

To reinstate a life membership that has been dropped (prior to June 30, 2011) due to nonpayment within the required time, it can be reactivated but the outstanding balance must be paid in full at the time of request.

NEW MEMBERSHIPS: Must be accompanied by an application form, properly filled out and signed by both the applicant and a sponsor. The membership year for which payment is being made **MUST** appear on the annual member application or it will be processed for the current membership year. Any former member who is not currently on a Unit Membership List is considered to be a new member. Therefore, an application must be submitted and signed by a sponsor.

If a unit sends in payments for renewing senior members, be sure that the renewal notice accompanies the payment. If the notice is not available, utilize the application form and mark it as a renewal. If neither is available, write the full name, the current address and code number. If there is a name change, give the old name and address as well as the new name and new address, if applicable. Members sending in their own dues, **PLEASE** send the renewal notice when making payment.

JUNIOR MEMBERSHIP: Payments must be accompanied by the application and **ONLY** \$3.00 National per capita. Each unit should send the state portion of the form directly to their state department along with the state department per capita, if applicable. **DON'T FORGET THE MEMBERSHIP YEAR.** (The membership year is from July 1 to June 30 of the following year.) Junior members shall become senior members at the beginning of the membership year in which their 18th birthday falls.

TRANSFERS:

Annual, life, and junior members of one auxiliary unit may secure a transfer of membership to another unit provided that their dues are paid for the current membership year. The receiving unit shall notify National Headquarters of its approval or disapproval of the transfer. The National Organization shall then notify both units and the state department concerning the status of the member through the Activity Report that is sent out by National Headquarters on a monthly basis.

Refusal to accept a transfer shall require that the receiving unit notify the member and National Headquarters of such vote within thirty (30) days after which a member may resubmit transfer request.

A transfer shall not take effect as to dues credit or voting strength until the beginning of the membership year following completion of the transfer. However, all rights of membership shall become effective when National Headquarters receives the transfer form, properly filled out and signed, and processes the transfer.

A member of a revoked unit, upon request, may transfer membership to another chartered unit or become a member at-large.

MERGERS – CHAPTER:

Should a chapter vote to merge with another chapter, and it is approved by the national parent organization, the auxiliary unit affiliated with the chapter shall also merge.

Once National Auxiliary Headquarters has been notified of this approval, all members from the revoked unit shall automatically be transferred into the receiving unit and new membership cards will be issued.

All assets, properties, etc., of the revoked unit shall become part of the assets, properties, etc., of the receiving unit.

The charter of the revoked unit shall be returned to National Auxiliary Headquarters

When a chapter, with an auxiliary, votes to merge with a bachelor chapter, the members of the revoked unit shall be transferred into and become a new auxiliary. The auxiliary will be issued a new charter under the name and number of the receiving chapter. The charter shall include the names of all members in good standing of the former unit. The existing charter shall be returned to National Auxiliary Headquarters.

MERGER – AUXILIARIES:

An auxiliary, upon approval of its unit membership at a regular business meeting, may request a merger with another auxiliary.

The receiving auxiliary must approve the merger by vote of its unit membership at a regular business meeting. The senior members of the receiving unit should be advised that this will be brought up at a business meeting. No vote is to be taken on any individual member; the unit is accepted as a whole by a vote to approve the merger.

The procedure for a unit merger is as follows:

1. The merging unit must approve the merger by vote of its unit membership at a regular business meeting with a quorum present. All current senior members of the merging unit must be notified, in writing, at least ten (10) days prior to the regular business meeting that a vote will be taken to merge the unit. This notice to merge shall include the date, time, and place of the meeting.
2. The merging unit shall send a request to merge, in writing, to the receiving unit.
3. The receiving unit must approve the merger by vote of its unit membership at a regular business meeting with a quorum present. The receiving unit shall

notify the merging unit, in writing, of their decision.

4. Minutes of both unit meetings during which the merger was approved shall be sent to the Auxiliary State Department by its respective unit adjutant.
5. The Auxiliary State Executive Committee shall approve all unit mergers and notify the respective units of their decision.
6. The Auxiliary State Adjutant shall send notification of approval of the merger by the Auxiliary State Executive Committee with copies of the minutes in which the merger was approved to Auxiliary National Headquarters for processing.
7. In the absence of an Auxiliary State Department, the minutes shall be sent to Auxiliary National Headquarters for approval by the Auxiliary National Executive Committee.

When National Auxiliary Headquarters has been notified of the merger approval, the members of the revoked unit shall automatically be transferred into the receiving unit and new membership cards will be issued.

All assets, properties, etc., of the revoked unit shall become part of the assets, properties, etc., of the receiving unit. The charter of the revoked unit shall be returned to National Auxiliary Headquarters.

Once the unit has merged with another unit, it cannot decide to return and reactivate under its old auxiliary name and number. The chapter will then decide if it wishes to form a new auxiliary.

INDEPENDENT UNITS:

An auxiliary unit can continue to function when the parent chapter has been revoked or disbands. Once National Auxiliary Headquarters has been informed that a chapter is revoked or disbands, a letter is sent to the unit commander with a copy to

the unit adjutant, state commander and the state adjutant. The letter informs the unit that they have sixty (60) days to inform National Auxiliary Headquarters if they wish to continue as an independent unit. This must be determined with a vote of the unit at a regular business meeting with a quorum present. If the unit does not respond within the sixty (60) day period then the unit is automatically revoked. An independent unit cannot reactivate once it has disbanded.

membership year and all of the following membership year.

QUOTA UNITS:

During the last quarter of our membership year, namely April, May or June, we have what is known as "QUOTA UNITS."

If you would like to be chartered as such, we cannot issue the charter until April 1, but we can hold any applications for said quota charter until that time if you so desire.

By being a "QUOTA UNIT" the members on the charter would only have to pay for one year's dues and they will be listed as members for two years. That is, the balance of this membership year, PLUS all of the next membership year.

In order to do this, we have asked that the state departments waive their per capita on these members for the balance of this year. National Headquarters will waive its per capita.

In order to be a quota unit the new unit shall pay a \$25 charter fee plus the entire amount of dues for each member.

OUR MEMBERSHIP YEAR IS NOT A CALENDAR YEAR

**The membership year is from July 1
through June 30 of the following year.**

QUOTA MEMBERS:

Any new senior membership application processed during April, May, or June will be paid for the remainder of the current



DISABLED AMERICAN VETERANS AUXILIARY
Official Transfer Form

Upon Completion and Approval, Mail to:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

Date _____

Name _____ Member Code _____
(Please Print)

Street Address _____ City, State & Zip _____

I request transfer of my annual or life membership

From: _____ in _____
Unit Name and Number State


To: _____ in _____
Unit Name and Number State

Member's Signature: _____

NOTE: Approval of this transfer is required by the receiving unit before processing. Please check appropriate block:

APPROVED REJECTED

_____ Date _____ Signature and Title of Officer _____

<p>MEMBER'S RECEIPT</p>  <p>DATE _____ AMOUNT PAID \$ _____ FOR _____ NAME OF MEMBER _____</p> <p><input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CASH <input type="checkbox"/> CHECK</p> <p>ANNUAL DUES: (SPECIFY YEARS) JULY 1, 20____ TO JUNE 30, 20____ <input type="checkbox"/></p> <p>LIFE MEMBERSHIP PAYMENT <input type="checkbox"/></p> <p>JUNIOR DUES: (SPECIFY YEARS) JULY 1, 20____ TO JUNE 30, 20____ <input type="checkbox"/></p> <p>I HAVE RECEIVED PAYMENT OF THE ABOVE AMOUNT. SPONSOR'S SIGNATURE _____</p> <p>(SEE OTHER SIDE FOR MEMBERSHIP INFORMATION)</p>	<p align="center">SEND WHITE COPY ONLY TO NATIONAL HEADQUARTERS DISABLED AMERICAN VETERANS AUXILIARY Date _____ MEMBERSHIP YEAR IS JULY 1ST TO JUNE 30TH OF THE FOLLOWING YEAR.</p> <p>MEMBERSHIP APPLICATION IN UNIT NO. _____ STATE _____</p> <p><input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> M/ MISS. NAME _____ PLEASE PRINT _____ MEMBERSHIP CODE NUMBER (FOR RENEWALS ONLY) _____</p> <p>ADDRESS _____ STREET _____</p> <p>CITY _____ STATE _____ ZIP CODE _____</p> <p><input type="checkbox"/> NEW LIFE (\$20 DOWNPAYMENT) <input type="checkbox"/> NEW ANNUAL <input type="checkbox"/> NEW JUNIOR (\$3.00) <input type="checkbox"/> LIFE PAYMENT <input type="checkbox"/> ANNUAL RENEWAL <input type="checkbox"/> JUNIOR RENEWAL (\$3.00) AMOUNT PAID \$ _____</p> <p>IF ANNUAL/JUNIOR PAYMENT SPECIFY YEAR JULY 1, 20____ TO JUNE 30, 20____ DATE OF BIRTH (REQUIRED) _____ PHONE # _____</p> <p align="center">IF THIS IS A RENEWAL OR LIFE MEMBERSHIP PAYMENT SKIP TO THE SIGNATURE LINE</p> <p>ELIGIBILITY THROUGH: NAME _____ RELATIONSHIP _____</p> <p>SPONSOR'S SIGNATURE _____ APPLICANT'S SIGNATURE _____</p> <p>SPONSOR'S CODE NUMBER _____ AE / VISA / MC / DISCOVER # _____ EXP. _____</p>
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INITIATION CARD


Date: _____

On this date _____ was initiated as a
(Name of new senior member)

new senior member of Unit # _____ St. Dept. _____

at a regular auxiliary business meeting.

Signature _____ Title _____

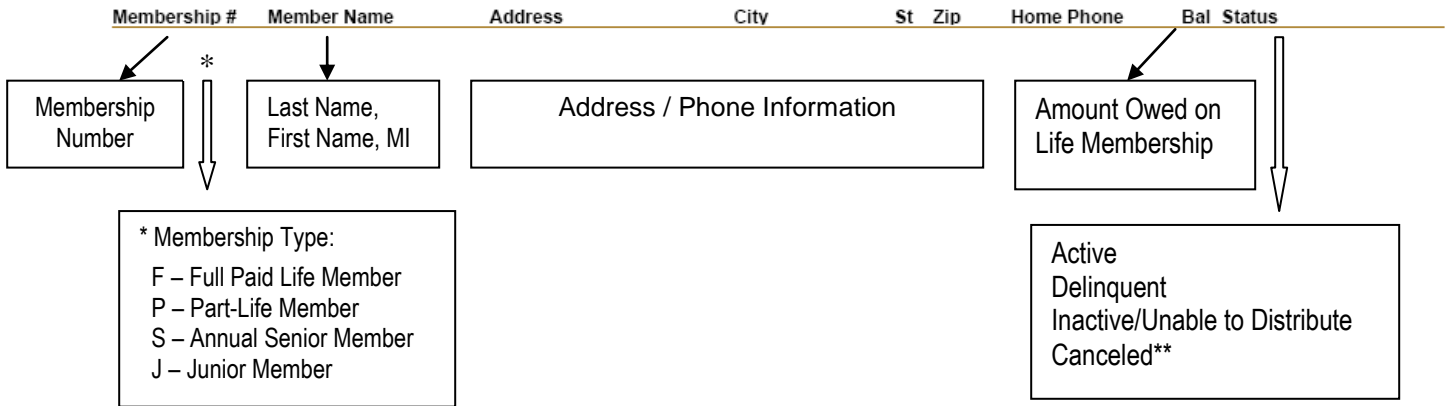


Membership Listing –



Membership List By DAV-Dept-Chapt

STATE – Unit #
Ordered by Member Name



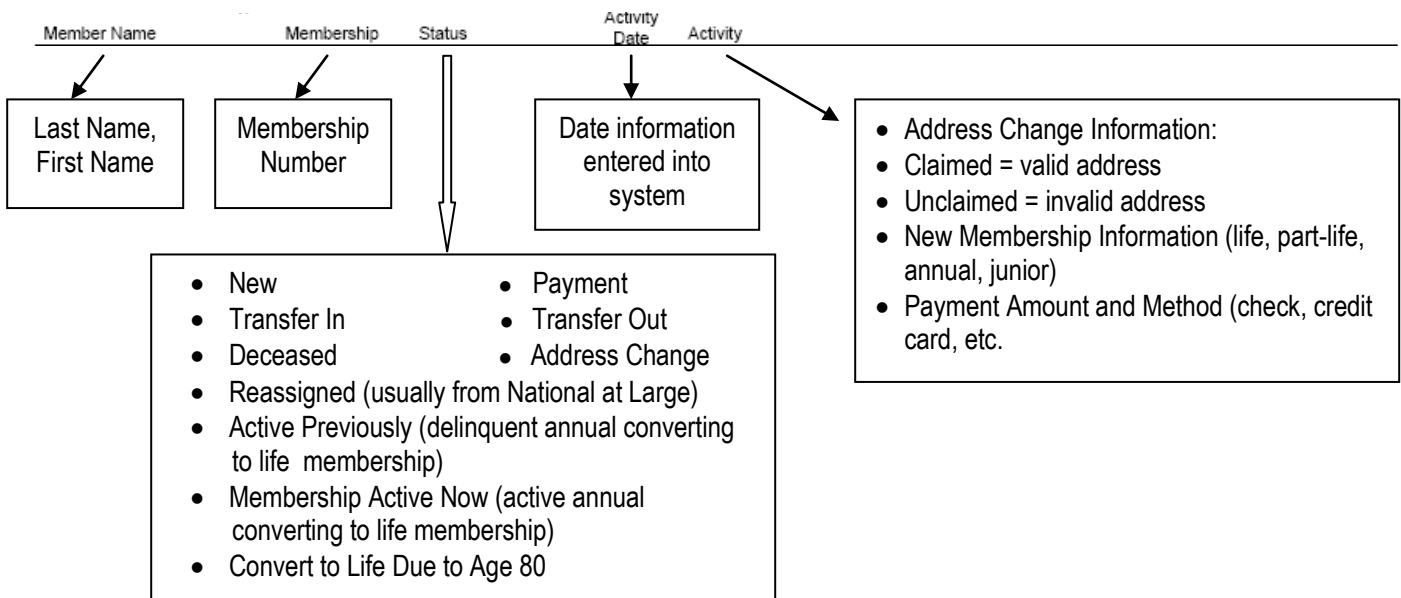
**Note: Deceased members are also indicated as canceled.

Activity Report –



Membership Activity Report

STATE - # - Unit Name & # Range: mo/day/yr through mo/day/yr



SERVICE/SUPPORT PROGRAM **DISABLED AMERICAN VETERANS AUXILIARY**

The Auxiliary's purpose is Service. This is why this program, dealing with a service to those that qualify, is so vitally important. It is a program approved on the floor of the National Convention in San Francisco, California, in August of 1993. This was its birth and these are the tentative guidelines for the operation of this fund.

This fund is made up of a portion of the mandate from every unit and state department, plus donations from various units, state departments, individuals, etc. An acknowledgment of the donation will be mailed to the individual or unit, state department, etc. It will indicate the amount given for income tax purposes.

ELIGIBILITY: Any auxiliary member of the Disabled American Veterans Auxiliary who is in financial need.

PAYMENTS: The money is paid directly to the holder of the outstanding or delinquent bill and never paid to the person requesting assistance. The amount to be paid will be determined by the monies available in the fund. Financial aid will be granted only once to any one person and can be up to, but not more than, one thousand dollars (\$1000.00).

PROCEDURE: Service/Support applications must be completed in full. This must be accompanied by copies of documentation showing any outstanding bills that you wish to be considered. It could be a delinquent mortgage payment, a pharmaceutical bill, utilities, rents or a statement of delinquent rents from owner. (Credit card bills, cable bills, attorney fees, child or spouse support are not eligible for payment from this fund.) The name and phone numbers of contacts for this documentation must also be supplied if known. Our goal is to expedite valid requests for funds. You can be helpful by reading the materials carefully, completing the form in its entirety and submitting proper documentation showing proof that the request is valid.



**AUXILIARY
SERVICE/SUPPORT APPLICATION**

This program was established to assist those who find that they are temporarily not able to meet outstanding obligations such as outstanding utility bills, mortgage payments, hospital bills, etc.

ELIGIBILITY: Financial assistance to any auxiliary senior member of the Disabled American Veterans Auxiliary who may be in need. **MONIES SHALL BE PAYABLE DIRECTLY TO THE FINANCIAL NEED AND NOT TO THE INDIVIDUAL. ASSISTANCE CAN BE GRANTED ONLY ONCE TO ANY ONE PERSON PER HOUSEHOLD REGARDLESS OF AMOUNT RECEIVED. THE AMOUNT CAN BE UP TO BUT NOT MORE THAN \$1,000.00. MUST BE AN AUXILIARY MEMBER FOR AT LEAST ONE YEAR.**

COMPLETE THIS FORM AND SUBMIT THE NECESSARY DOCUMENTATION SUCH AS: Copies of the outstanding utility bills, mortgage payments, hospital bills, etc., which are to be considered for payment must be included with this completed form. Also, in order to verify information submitted, the address and phone number of a contact or office must be supplied.

PRINT OR TYPE THE INFORMATION BELOW:

I am a DAV Auxiliary member: Y_____ N_____ Membership # _____

Name: _____ SSN: _____

Maiden Name if Female Applicant: _____

Address: _____

City & State: _____ Zip Code _____

Phone: Residence: () _____ Business: () _____

Monthly Income: _____ # Dependents in home: _____

Contact the following party if I am not available:

Name: _____ Phone: () _____

Relationship of the above contact: _____

Have you received monetary assistance from this program before? Y_____ N_____

Reason for request: _____

Signature: _____ Date: _____

Complete and send to: National Headquarters
Disabled American Veterans Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076

Disabled American Veterans Auxiliary Service/Support Fund



The Disabled American Veterans Auxiliary has a service/support fund to assist its members should they need financial assistance. The funds are not paid to the applicant but credited directly to outstanding bills that have been submitted by the applicant. Therefore it is necessary that the organization be able to verify and confirm the amount of the bill(s) that are submitted.

I hereby give my consent to the Disabled American Veterans Auxiliary to request information concerning bills that I have presented.

Signature

Date

Street Address

City, State, Zip Code

Complete and return to:

**Disabled American Veterans Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076**

STATE EXECUTIVE MEETINGS

PURPOSE: To conduct business of the state department between state conventions. This may be done by written ballots or by a meeting of the executive committee, whether a called meeting or designated in the standing rules.

The State Executive Committee meeting is normally a short meeting and pertains only to business of the state department between conventions. SEC's or their alternates do not report on their unit's activities nor do state chairmen report on their programs, unless it requires some action on the part of the committee. Reports such as these take place at a state conference and not at an SEC meeting. **Do not get the role of the State Executive Committee Meeting and a State Conference confused. One meeting is to make decisions and to take action if necessary and the other is to report on the progress of the units and state chairmen and to hold workshops or seminars.**

The state executive committee shall meet at the call of the state commander. One meeting shall be held prior to each state convention (within 24 hours), and one immediately following each state convention. Additional meetings may be called, with sufficient notice, by the state commander or upon written request by seven members of the state executive committee.

A majority of replies to the mail ballots received by the designated date shall constitute the decision of said committee.

COMPOSITION: The state commander shall be the presiding officer, the senior vice commander, junior vice commander(s), treasurer, the immediate past state commander, one state executive committee member or alternate from each of the units within the state department, and if so stated in the Standard State Department Bylaws, any active resident past national commander.

The state adjutant will serve as secretary to the committee, the chaplain shall be the spiritual advisor and the judge advocate is the legal advisor; however, neither the adjutant, chaplain nor judge advocate shall have a vote on the committee, unless they have been elected as a state executive committee member by their respective unit. The same is true for any past state commander.

Should a state commander be elected for a second term there would be no immediate past state commander on the committee since the state commander would be the immediate past state commander and the commander and can only have one vote.

Elected state officers, with the exception of the adjutant, chaplain and judge advocate cannot be the state executive committee member from their unit since they shall vote as elected state officers.

MEETINGS: Are called according to the requirements in each Standard State Bylaws, State Standing Rules or other reasons found under the purpose of the state executive committee. A quorum must be present. A quorum shall be one third (1/3) of all eligible voting members of the state executive committee.

SUGGESTED AGENDA FOR MEETING:

- Call to Order
- Opening Prayer
- Pledge
- Installation of SEC's and Alternates (if necessary)
- Roll Call of SEC

An SEC does not register for SEC meetings since the name of the elected SEC must be on file with the state adjutant. Therefore the state adjutant would just call the unit and the name of the SEC representing the unit in order to determine if a quorum is present. If a quorum is present the meeting may continue.

UNFINISHED BUSINESS:

This would be any business brought before the previous SEC meeting such as the reading and approval of the minutes. If the minutes were sent out, the members must be asked if there were corrections. If there are no corrections the chair would declare the minutes approved.

The treasurer's report, if printed for distribution to State Executive Committee members, does not have to be read line by line since the SEC's would have the information.

NEW BUSINESS:

This could be approval for a fund raiser, approval of appointments by the commander or problems that are to be taken up at a closed executive session following the meeting.

CLOSING PRAYER AND ADJOURNMENT

CONVENTION FORM INSTRUCTIONS

After the National Fall Conference the Convention Form is sent to every state department adjutant. It is to be completed and returned to National Headquarters by December 15.

If a state department would like a national representative at their convention, it is most important that this form be completed and returned on time. A copy of the form is given to each national representative since it should contain vital information such as the dates of the convention, the address of the hotel, the time of the opening session, the convention chairman's address and phone number, and when you would like the representative to arrive.

Every effort is made to honor the request, but it is not always possible.

IT IS IMPORTANT THAT THE STATE DEPARTMENT OBSERVES THE DEADLINE ON THIS FORM.



State Convention Information Form

Attention State Departments: *Complete this State Convention information form and send to National Headquarters no later than December 15, 2012.*

DAV Auxiliary National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076

State Department of: _____

2013 State Convention Dates _____

Convention City _____

Airport Closest to Convention City _____

Convention Hotel/Motel _____

Address of Hotel/Motel _____

Street _____

City, State, and Zip _____

Hotel Telephone _____ Area Code () _____

Is your State Department requesting a National Representative? Yes _____ No _____

If yes, name three choices* _____

What date representative should arrive _____ Depart _____

If an arrival date is not specified, the representative will arrive the night before the opening session.

Opening Business Session Date and Time _____

Closing Business Session Date and Time _____

Banquet Date _____

Formal ___ Semi-Formal ___ Business Attire ___

Convention Chairman's Name _____

Convention Chairman's Address _____

Street _____

City, State, and Zip _____

Convention Chairman's Telephone (incl. area code) Home: _____ Cell: _____

Email: _____

Has time been allotted for the representative on the agenda? Yes _____ No _____

What topic(s) would you like discussed? _____

**The representative requested will be assigned whenever possible.*

CREDENTIAL COMMITTEE REPORT

CONVENTION YEAR: _____

CHAIRMAN: _____

Date: _____

Total Elected Officers Registered * _____

Total Past State Commanders Registered * _____

Total Past National Commanders Registered * ... _____

Total Units Registered _____

Total Unit Delegates Registered _____

Total Unit Alternates Registered _____

Total Guests Registered _____

Total Registered _____

VOTING STRENGTH IS AS FOLLOWS:

Total Registered Unit Voting Strength * _____

Total Registered State Elected Officers * _____

Total Registered Past State Commanders * _____

Total Registered Past National Commanders * _____

TOTAL VOTING STRENGTH _____

*** (Add total unit strength + any registered elected officers + any registered past state commanders + any registered past national commanders = Total voting strength.)**

CHART TO DETERMINE THE NUMBER OF UNIT DELEGATES AND CREDENTIALS TO SEND. (One delegate for each ten paid-up senior members or major fraction thereof, plus one for the charter.)

1 – 15 » 2	106 – 115 » 12	206 – 215 » 22
16 – 25 » 3	116 – 125 » 13	216 – 225 » 23
26 – 35 » 4	126 – 135 » 14	226 – 235 » 24
36 – 45 » 5	136 – 145 » 15	236 – 245 » 25
46 – 55 » 6	146 – 155 » 16	246 – 255 » 26
56 – 65 » 7	156 – 165 » 17	256 – 265 » 27
66 – 75 » 8	166 – 175 » 18	266 – 275 » 28
76 – 85 » 9	176 – 185 » 19	276 – 285 » 29
86 – 95 » 10	186 – 195 » 20	286 – 295 » 30
96 – 105 » 11	196 – 205 » 21	296 – 305 » 31

This will help you to figure the voting strength of each unit, and if the membership is higher than the tables above, refer to the first paragraph to determine the unit's voting strength.

DEPARTMENT OF VETERANS AFFAIRS VOLUNTEER SERVICE

VAVS

VOLUNTEERS DO MAKE A DIFFERENCE BECAUSE THEY CARE

The DAV and DAVA were among the organizations that met on April 8, 1946, in Washington, D.C., at the invitation of the Administrator of Veterans Affairs. Representatives from several national veterans and welfare organizations met with representatives of the VA Central office staff to discuss plans for coordinating and integrating community assistance in the hospital and domiciliary.

The original proposed structure of the program at the national level provided for an advisory committee composed of national representatives of participating voluntary organizations to advise with the Veterans Administration Central Office staff on the volunteer program. This committee was to be called the V.A. Voluntary Service National Advisory Committee. The original proposed structure of this program is essentially the same program in effect today.

Today under the VAVS plan, the organizations share jointly with the Department of Veterans Affairs in developing effective use of community volunteer resources and worthwhile participation of their organizations in the volunteer program through the VAVS National Advisory Committee.

The Veterans Affairs Volunteer Service (VAVS) program of the Disabled American Veterans Auxiliary is designed to give the members of the Disabled American Veterans Auxiliary an opportunity to serve as volunteers in the Department of Veterans Affairs Medical Centers, Outpatient Clinics, Domiciliaries, and Contract Nursing Homes. (A contract nursing home is one that has a formal written contract with the VA to provide care for veterans in their facility. Someone on the nursing home staff, usually

the social worker, will take the responsibility of registering the volunteer hours.) There may be various other programs in the community that are a part of the V.A. Medical Center system.

The opportunities of a volunteer in a V.A. Medical Center vary. The Chief of Voluntary Service will keep your representative informed of the areas that are in need of volunteers.

V.A.M.C.

V.A.M.C. is the acronym for Veterans Affairs Medical Center, which provides medical treatment and care to the veteran patient. The V.A. Medical Centers are funded by the Federal Government.

SATELLITE CLINICS

Under the V.A. Administration, clinics that do not have a separate V.A.V.S. Committee are known as satellites and are responsible to their parent medical facility. The satellite clinic is a separate building located in that area. Based on the needs determined by that facility, the Representative may appoint an additional Deputy Representative for the satellite clinic to serve on the parent V.A.V.S. Advisory Committee.

CONTRACT HOMES

These are nursing homes within the community under contract to the Federal Government and must follow their rules and regulations. A nursing home is utilized when a patient has been discharged from the V.A. Medical Center and continues to need extended care. All expenses for this care come under the V.A. system.

OPPORTUNITIES AND GOALS OF A VOLUNTEER SHALL BE:

1. To deliver the highest quality of patient care.
2. To develop and maintain the Volunteer Program with goals and objectives for maintaining services which prove beneficial to the V.A. patient.
3. To provide a healthy and normal association.
4. To assist and motivate patients to an early recovery and purposeful living.
5. To aid in their return and adjustment to family and community living upon their discharge from the V.A. Medical Center Facility.

HOW TO BECOME A VOLUNTEER

THROUGH CONTACT: This could be through your unit, on a personal level, through the representative or chief of voluntary service at the closest V.A. facility, or through a staff person in the VAVS office.

INTERVIEW: The potential volunteer would be asked about their likes or dislikes and their special skills. The Chief of Voluntary Service would fill out a form which includes their name, address, telephone number, social security number, birth date, past experience of work, jobs, and any hobbies or crafts that they may be involved with.

The representative would also interview the prospective volunteer and have them fill out a form of the organization that their hours are to be credited to. In this case it would be the Disabled American Veterans Auxiliary.

VOLUNTEER HOURS will be credited to the organization selected by the prospective volunteer. VOLUNTEER HOURS will be registered upon the arrival and departure from the medical center.

TYPES OF VOLUNTEERS

1. REGULAR SCHEDULED VOLUNTEER:

A volunteer who will serve on a regular basis, usually one day a week, for four to five hours or one day a month and accept a designated volunteer assignment on a regular schedule. **A MINIMUM OF FOUR (4) VISITS A YEAR IS THE REQUIREMENT TO MAINTAIN STATUS OF REGULAR VOLUNTEER.**

2. OCCASIONAL VOLUNTEER:

A volunteer who only serves on an infrequent basis in any assigned area. Their hours will be credited to the organization and not given credit on an individual basis.

3. SPONSORED VOLUNTEER:

A volunteer who is not eligible for the Disabled American Veterans Auxiliary but wishes to give their hours to the organization. They may be a regular scheduled volunteer or an occasional volunteer.

4. NON - AFFILIATED VOLUNTEER:

Are authorized to serve as a regular scheduled volunteer, provided they meet the same criteria used for organization volunteers. They may serve as occasional volunteers. They are under no obligation to become members of an organization.

5. YOUTH VOLUNTEERS:

Can be a regular scheduled volunteer or an occasional volunteer. Usually between the age of 14 and under the age of 19. (The age of a youth volunteer can and does vary from one V.A.M.C to another.) The volunteer must be able to work under supervision.

AREAS OF INTEREST FOR VOLUNTEERING

Recreation Programs	Dietetic Service
Pharmacy Service	Library Service
Nursing Service	Patient Info Medical
Administration	Chaplain Service
DAV Transportation	Medical Service
Escort Service	
Social Service Voluntary Service	

The Chief of Voluntary Service will keep the representative informed of the many areas of services in which the volunteer can have the opportunity to serve. Remember that a volunteer wants to be involved.

VOLUNTEERS MAKE A DIFFERENCE VOLUNTEERS DO CARE

ORIENTATION: A requirement of all volunteers. This is a vital part of the program since it allows the volunteer to familiarize themselves with the procedures of the medical center.

CERTIFIED HOURS: These are hours worked at the Veterans Affairs Medical Center, Outpatient Clinics, Domiciliaries, or Contract Nursing Homes. (The hours registered will be from the time of arrival until departure.) If the assignment begins and ends at the V.A. facility, such as taking the patients to a ball game, their hours begin and end at the V.A.

NON-CERTIFIED HOURS: Volunteers who are unable to volunteer at the V.A. Medical Centers give their time to making lap robes, trachea bibs, pillows, etc., for the benefit and comfort of the patient. These hours should be given to the representative to enter on their monthly report as non-credited hours. The report is submitted to National Headquarters.



V.A. SCHEDULED ASSIGNMENTS WITHIN THE COMMUNITY

V.A. scheduled assignments within the community would be taking and assisting the patients in a government vehicle, going to ball games, picnics and day trips, and assisting the V.A. Medical Center staff during these functions away from the Medical Center.

DAV VOLUNTEER TRANSPORTATION NETWORK

The DAV Volunteer Transportation Network provides rides to veterans who have no other means of transportation to the V.A. Medical Center for scheduled appointments. This transportation may be in a DAV van or in a private vehicle. The driver is a volunteer who is a Medical Center Volunteer and has provided information about their driver's license and car insurance. There is a follow-up done by the Medical Center Security to make sure that the driver's license is valid. VAVS certified hours can also be given to the Volunteer Transportation Network driver as long as it has been authorized by the responsible party.



THE TRANSPORTATION NETWORK:

Is from the volunteer's unit home to the Medical Center and return, with no side trips such as going to the store or doing some much needed errands. (Credit for the hours for this program is given by the DAV.)

UNIT VAVS HOSPITAL CHAIRMAN

As a volunteer, you may be asked to serve as your Unit Hospital Chairman. The duties of a unit hospital chairman are:

1. To assist in promoting projects and programs within the unit as requested by the VAMC-VAVS Representative.
2. To coordinate these unit projects with the representative.
3. Keep an accurate account of all VAVS activities of the unit volunteers, such as hours, trips, money, activities.
4. Non-certified hours should be reported to the VAVS representative that have been earned by the unit membership.
5. Complete the annual report that is sent out by National Headquarters.

VAVS REPRESENTATIVE CERTIFICATION

In order that a volunteer be recommended for a VAVS Representative, they must be a volunteer at the V.A. Medical Center and have sincere interest in the welfare of the hospitalized veterans. They must be able to work effectively with others, the members of the organization, and fellow representatives from other organizations on the V.A.V.S. Committee and the medical staff.

The VAVS represented must be recommended every two years by their respective state commander to serve as the Representative at the V.A. Medical Center within the state.

- During the odd-numbered years, National Headquarters sends a form to each State Auxiliary Commander asking for their VAVS Representative recommendation.
- The State Commander should complete the form with the recommended name, address, phone number, social security

number, and other necessary information. The form should be returned to DAV Auxiliary National Headquarters prior to December 31.

- Upon receipt, the recommended VAVS Representative will be certified through National Headquarters by the National Representative to serve for two years.
- Once certified, the VAVS Representative will be asked to submit their choice for deputy representatives.

VAVS REPRESENTATIVE DUTIES

1. Appoint no more than three (3) deputy representatives for each Medical center and may appoint one (1) additional deputy representative for each satellite outpatient clinic. A satellite is a clinic affiliated with, and operating through, a V.A. Medical Center facility. It does not have its own Advisory Committee.
2. Appoint not more than two (2) Associate representatives for each medical center. (Associate representatives are members of an out-of-state department that participates in that medical center's programs.) The associate must be recommended for certification through national headquarters by the state commander of the participating state and not by the state commander of the state where the V.A. Medical facility is located.
3. To attend the VAMC-VAVS Advisory Committee Meetings with their deputies and associate reps. This is very important since there must be representation by the organization.
4. To serve on sub-committees when appointed.
5. To help recruit, interview, and assist new volunteers.
6. To assist the Chief of Voluntary Service to find positions for the new volunteers.
7. Assign definite responsibilities to the deputies.
8. To submit to the Chief of Voluntary Service the names of the following officers of organization: The DAVA National Commander, the National

VAVS Representative and Deputy, the National Auxiliary Adjutant, and, of course, the DAVA State Commander.

9. It will be their responsibility to see that the following officers receive the minutes of the VAVS Advisory Committee Meeting: The DAVA National Commander, the National VAVS Representative and Deputy, the National Auxiliary Adjutant, and, of course, the DAVA State Commander.
10. Notify the units of programs and activities far enough in advance for the membership to have the time for proper preparation.
11. Keep close and accurate accounts of DAVA awards by submitting each month a report to National Headquarters showing the certified hours.
12. Is responsible, if applicable, to establish and maintain a bank account in the name of the State Department, Disabled American Veterans Auxiliary. Accurate records shall be kept, sources of income and the amount, funds deposited and expenditures with receipts attached. All records or books shall be audited by the state finance committee. (Refer to Constitution and Bylaws or State Standing Rules.)
13. An annual joint review will be held in September with the Representative, Deputies, and the Chief of Voluntary Service.

DEPUTY REPRESENTATIVE

1. Serves as a full working partner of representative.
2. Attends all VAMC-VAVS Advisory Committee Meetings, but does not have a vote except in the absence of the representative.
3. Serves on sub-committees when appointed.
4. Joins in the Annual Joint Review in September with the representative and the Chief of Voluntary Service.

ASSOCIATE REPRESENTATIVE

1. Shall attend the VAMC-VAVS Advisory Committee Meetings. Does not have a vote except in the absence of the representative.
2. Shall carry on the duties as assigned by the representative.
3. Shall coordinate activities from the units in their respective state with their representative.
4. Shall be responsible for establishing and maintaining a bank account in the name of their state department, Disabled American Veterans Auxiliary. Accurate records shall be kept, showing sources of income and the amounts, funds deposited and expenditures with receipts attached. All records or books shall be audited by the state finance committee. (Refer to Constitution and Bylaws/State Standing Rules.)
5. Shall attend the Annual Joint Review, which is held usually in September with the Representative, the Deputy Representative, and Chief of Voluntary Service.

HONORARY REPRESENTATIVE

A representative who has served at least ten (10) years on the VAMC-VAVS Advisory Committee, and who so desires, may be recommended for the Honorary VAVS Representative status provided:

- a. Holds the position of certified VAVS Representative at the time of acceptance.
- b. Has approval of their acceptance by the authorized certifying official of the organization.
- c. A replacement has been officially certified to the station prior to becoming Honorary VAVS Representative.

The recommendation must come from the Chief of Voluntary Service at that particular hospital. The recommendation is then submitted to National Headquarters,

Disabled American Veterans Auxiliary for certification.

DUTIES OF THE NATIONAL VAVS REPRESENTATIVE

The National Auxiliary Commander, with the approval of the National Executive Committee of the Disabled American Veterans Auxiliary, shall appoint the National VAVS Representative.

1. Certifies through National Headquarters the VAVS Representatives and their Deputies.
2. Recommends a National Deputy VAVS Representative to the National Auxiliary Commander with the approval of the National Executive Committee.
3. Represents DAVA on the National Advisory Committee.
4. Receives the Annual Joint Reviews, and forwards them to the National Deputy VAVS Representative.
5. Receives the VAMC-VAVS Advisory Committee Meeting Minutes.
6. Informs the VAVS Representatives of the V.A. Medical Centers of studies, discussions and actions taken by the members of the National VAVS Committee.
7. Informs National Headquarters, Disabled American Veterans Auxiliary, State and Units of the National VAVS Committee procedures, policies and the objectives.
8. Advises the National VAVS Advisory Committee of any changes concerning the representative's organization.
9. Serves on a sub-committee of the National VAVS Advisory Committee to provide information to the organization, making its participation in the VAVS programs informative and effective.
10. Presents the Annual VAVS Program, with the assistance of the National Deputy, at the DAVA National Fall Conference.
11. Participates, if applicable, in a joint VAVS program at the National Conventions.
12. Sits as advisor on the VAVS Convention Committee at the National Convention.

13. Submits a year-end report for distribution to the delegates at the National Auxiliary Convention.

NATIONAL DEPUTY REPRESENTATIVE

1. Works with the National Representative and carries out designated assignments.
2. Attends the National VAVS Advisory Committee meetings and serves on sub-committees when appointed.
3. Attends and assists the National Representative at National Fall Conference and the National Convention.
4. Reviews and responds to the VAVS Joint Reviews of the representatives.

GEORGE H. SEAL AWARD

This award is sponsored by the Disabled American Veterans. The Chief of Voluntary Service may submit the name of a volunteer who has been outstanding in their work and services to the V.A. Medical Center as a DAVA-VAVS volunteer. The rules and regulations are set by the Disabled American Veterans.

AWARDS

The representatives, deputies, associate deputies and volunteers are under the jurisdiction of the Disabled American Veterans Auxiliary. They must adhere to the regulations of the hospital, chief of voluntary services or any other departments in which they participate. They are also guided by the Auxiliary VAVS program and not by the program established by the DAV. Since our programs are similar, it is important to remember that our awards are not always the same and it does not require permission from the parent organization to hold events, submit hours, request awards, etc.

The National Headquarters of the Disabled American Veterans Auxiliary sends out all VAVS awards such as certificates and pins as they are earned by the volunteer. This information is taken from the monthly reports

submitted by the VAVS representatives at the various Medical Centers.

APPLICATION FOR VOLUNTARY SERVICE PIN

This award or pin will be ordered by the representative of the V.A. Medical Center to certify that a volunteer has served or worked at the medical center, completed their orientation and has been credited fifty (50) hours.

HOOR PINS

The Disabled American Veterans Auxiliary VAVS hour pins will be presented to the volunteer who has completed the required certified hours at the V.A. Medical Center. These DAVA VAVS hour pins are sent to the volunteer automatically by DAVA National Headquarters.

50 Hours	1,000 Hours
100 Hours	2,500 Hours
300 Hours	5,000 Hours
500 Hours	10,000 Hours
750 Hours	

CERTIFICATES OF APPRECIATION

These may be given to a member serving more than 50 hours as a DAVA VAVS volunteer, also to one who donates to the V.A. Medical Center, various articles such as lap robes, slippers, etc. Certificates may be given to a DAVA member who is unable to volunteer at the medical center but who makes articles such as the comfort items and lap robes, mittens, slippers, etc. Certificates may be given to the sponsored volunteer who gives their hours to our organization. Certificates may be given to the Auxiliary units for the work or services that they have provided as a group. Hourly pins may be changed from time to time, discontinued or substituted due to supply.

FUNDS DONATED OR SUBMITTED TO THE VAVS REPRESENTATIVE FOR THE HOSPITAL SHALL BE USED for the veteran patient or the auxiliary unit may recommend

these funds be used for the different services in the Medical Center that would be beneficial to the patient. Examples would be Visual Aid, Social Services, Recreation, Script Books, Comfort Items, Clothing and DAV Transportation. These funds are to be used strictly and directly for the care, aid and comfort of the veteran. A list of these items is found in the back of this section.

DONATION NEED LIST

The V.A. Medical Centers do submit a "Donation Need List" for the V.A. at the V.A.V.S. Advisory meeting to all the organizations. If an auxiliary member wishes to purchase something or some type of equipment for the hospital or hold a party for the hospital staff, this is not the intent of the VAVS program. (Remember procedures vary with each V.A. Medical Center.)

VAVS TABLE OF VALUES

Bed Socks – knitted	\$ 6.50
Bibs made from toweling.....	5.00
Booties made from outing flannel	3.00
Cap (Elbow and Knee).....	5.00
Ditty or Kit Bags. (1) Regular.....	1.50
(2) Locked Ward	2.00
(3) Wheelchair – ties and pockets.....	5.00
Foam rubber square	3.00
Geriatric aprons	10.00
Knit caps	7.00
Lap robes – regular-sewed-pieced-quilted.....	45.00
Lap robes - knitted or crocheted	60.00
Mittens - knitted or crocheted.....	7.00
Pillows: 1. Arm/Leg rest with tie	5.00
2. Small (7" x 14" heavy filled)	5.50
3. Wheel Chair (18" x 18")	7.00
4. Large (30" x 36")	10.00
Pillow cases for wheelchairs	3.00
Sewing kits - includes needles and thread wound on cardboard	1.00
Sewing kits - needles, pins, buttons, and thread wound as above	1.00
Trachea bibs or dickies	8.00

RETAIL VALUE TO BE TAKEN FOR FOLLOWING

Combs	Deodorant	Shaving Cream	Soap
Body Powder	Tissues	Hair Brushes	Tooth Paste
Shampoo	Hand Lotion	Nail Clippers	Cosmetics
Denture Cleaner	Stationery (box)	Chap Stick	Emery Boards
Stamps	Tooth Brushes	Writing Pads	Envelopes
Calendars (Small)	Greeting Cards	Pens	Pencils
Scratch Pads	Playing Cards	Hair Oil	After Shave (non-alcohol)
Punch	Coffee/per lb.	Sugar/Cream	Tea
Cup cakes	Brownies	Cookies	Cakes

ACTUAL COST FOR THE FOLLOWING

New clothing ▪ New magazines ▪ Tray Favors ▪ Ward Decorations ▪ New paperback books

ONE HALF (1/2) COST OF FOLLOWING

Used clothing in good condition ▪ Paper Backs in good condition

ANNUAL REPORTS

Each year awards are given at the National Convention for the best report according to Auxiliary Membership. Study the reports carefully and they will aid in documenting your unit's activities in these programs.

Annual report forms are sent to each state department adjutant prior to January 1 of each year. The state adjutant puts a return address and due date on each report, makes **three** copies of each report and sends a set to each unit along with a cover letter and instructions for completing the reports.

The units compile the information, complete the reports and make sure they are signed by the unit commander or chairman. The unit keeps one copy of all the reports and sends two copies to the address on the top of the report. They must be postmarked prior to the date on the top of the report.

The state adjutant sends **one** copy of the reports received from each unit to the respective national chairmen, postmarked no later than May 15. The national chairmen will give credit to the unit for reporting. A copy of the "Mae Holmes Report" is sent to your N.E.C. and the National Mae Holmes Chairman.

The remaining report from each unit is retained by the state adjutant until judging at the state convention or sent to the individual state chairmen for preparation of their reports.

The reports are judged by convention committees at the state convention. The state adjutant must send the winning reports in each category to National Headquarters. If there should be a tie in any category, the reports must be clearly marked as a tie to be considered for judging.

The state adjutant should keep the remaining reports. Do not mail them to the national chairmen or national headquarters.

The winning state reports will be judged at the national convention by the national convention committees. These committees are made up of one member from each national district chosen at the district caucus. The district caucuses are held prior to the opening of the convention.

GUIDELINES TO BE USED BY THE STATE DEPARTMENT IN JUDGING REPORTS

1. DO NOT DISQUALIFY a report for spaces left blank. It is not necessary to write “None” if there has been no activity.
2. HEADING must be completed in its entirety and correctly.
3. REPORT must be signed by chairman and/or commander of unit.
4. ALL unit reports must be submitted to the state Adjutant or designated receiver.
5. Americanism, Legislation, Community Service, Hospital, Mae Holmes, and VAVS will be judged in the following categories according to membership:

10 - 50	51 - 100	101 - 200	201 and over
---------	----------	-----------	--------------
- 6a. For Junior Activities, membership breakdowns are: 1-25, 26-50, 51-100, 101 and over.
 - b. There will be three Junior Awards, one per age category.
State departments may honor junior unit history books in their own way. However, ALL junior unit history books should be brought to the national convention for judging in committee. **DO NOT MAIL THEM TO NATIONAL HEADQUARTERS.**
 - c. Unit History Books: Will be judged on state department level only. There will be no national award for unit history books. Therefore, **DO NOT** bring them to national convention. Each state department will set up its own guidelines for judging unit history books.
 - d. State Department History Books: State departments may submit a state department history book for judging. However, only one award will be given at national convention.

We realize you may not have entries for all categories. Therefore, judging should just be in the categories that you have. No Ties! The judging committees should reach a decision as to one winner per category. Do not write on reports.

Within five (5) days of the close of the state convention, the winning reports (one winning report per category) must be mailed to National Headquarters to be available for the national judging. This will be the responsibility of the State Adjutant.

MAE HOLMES REPORT

This report is to be reproduced with an original and three copies. One copy to be retained by the unit, and two copies sent directly to the state department. Upon receipt, it will be the state department's responsibility to forward one copy to the National Executive Committee Member of their respective district and it shall be postmarked no later than **May 15, 20XX**. The second copy is sent to the Mae Holmes Chairman and the original will be held for judging on the state level. The state department will select a winner for each category based on their senior membership. The winning reports must be submitted to national headquarters within five (5) days after the close of the state convention. It is not necessary that a state department create another type of plaque, trophy, award, etc., but it will be necessary that they judge the reports. Since this report is judged on the unit's excellence in all membership programs, quota must have been met to make the unit eligible.

On the reverse side is a sample of a report and steps to follow for completion. Please check dates indicated on this instruction. Also, it indicates when the latest date can be utilized on a report. However, it is up to the state department to set up the date that they want the unit reports to come back to the state department since some state conventions are the last of April or the first of May. Should there be any questions, contact national headquarters.

Guidelines continued...

Sample Report Form Header –

NAME OF REPORT	
Fill out in triplicate. #1	Send two copies to #2
Keep one copy for Unit files.	<u>address</u> listed at right:
<u>Must be postmarked by:</u> #3	

#1 Indicates amount of copies to be sent to each unit within the state department.

#2 Type name and address of the State Adjutant or designated receiver of the reports. (The unit must be aware of whom and where to send the completed forms.)

#3 Date that the state department wants the reports completed and returned. This date will vary due to the time of the state conventions. However, under no circumstances can it be later than **May 5, 20XX**.

Two (2) copies of each report (three copies of the Mae Holmes report) will be returned to the state department from each unit. The state department is to retain one copy that will be judged at their state convention. The second copy is to be forwarded immediately to the national chairman of that program or, in the case of the Mae Holmes report, to the national executive committee member and the third copy to the national Mae Holmes chairman. They must be postmarked no later than **May 15, 20XX**, to be given credit.

The copy retained by the state department will be judged at the state convention and the first place winners in each category will be mailed to National Headquarters within five days after the closing of the state convention. These are the only reports that will be considered for awards. It should be indicated on each report that it was a first place winner.

These are the only reports that are necessary for state and national judging. As stated previously, there will not be a membership report as our figures are obtained from computer listings. If you have any programs within your state department that are not under the national programs, you can continue to send out the unit forms and give awards on the state level.



AUXILIARY OFFICER REPORT

PLEASE TYPE OR PRINT

(ALL SPACES MUST BE COMPLETED)

ANNUAL DUES

\$

DATE _____

UNIT NAME & NUMBER _____ EMPLOYER ID # (EIN) _____

LOCATION - CITY _____ STATE _____ ZIP _____

DATE OF ANNUAL ELECTION _____ DATE OF INSTALLATION _____

ADDRESS OF REGULAR MEETINGS _____

TIME & DAY OF REGULAR MEETINGS _____
TIME DAY WEEK OF MONTH

OFFICERS ELECTED FOR YEAR BEGINNING: _____ 20 _____ ENDING _____ 20 _____

COMMANDER		LEGISLATIVE CHAIRMAN	
NAME <		NAME	
MAILING ADDRESS		MAILING ADDRESS	
CITY/ STATE/ZIP		CITY/ STATE/ZIP	
MEMBER CODE #	E-MAIL TEL. ()	MEMBER CODE #	E-MAIL TEL. ()
SR. VICE COMMANDER		MEMBERSHIP CHAIRMAN	
NAME		NAME	
MAILING ADDRESS		MAILING ADDRESS	
CITY/ STATE/ZIP		CITY/ STATE/ZIP	
MEMBER CODE #	E-MAIL TEL. ()	MEMBER CODE #	E-MAIL TEL. ()
1ST JR. VICE COMMANDER		ELECTED STATE EXECUTIVE COMMITTEE MEMBER	
NAME		NAME	
MAILING ADDRESS		MAILING ADDRESS	
CITY/ STATE/ZIP		CITY/ STATE/ZIP	
MEMBER CODE #	E-MAIL TEL. ()	ALTERNATE STATE EXECUTIVE COMMITTEE MEMBER	
ADJUTANT		NAME	
NAME		<div style="border: 1px solid black; padding: 5px;"> <p>THE UNIT ADJUTANT SHALL RECEIVE ALL MAIL FROM NATIONAL HEADQUARTERS.</p> </div>	
MAILING ADDRESS			
CITY/ STATE/ZIP			
MEMBER CODE #	E-MAIL TEL. ()	<p>AS UNIT ADJUTANT, I UNDERSTAND THAT IT WILL BE PART OF MY DUTIES TO RECEIVE ALL MAIL FROM NATIONAL HEADQUARTERS AND DISTRIBUTE IT TO THE PROPER OFFICERS. IT SHALL ALSO BE MADE AVAILABLE AT ALL MEETINGS.</p>	
TREASURER		SIGNED BY: UNIT ADJUTANT _____	
NAME		VERIFIED BY: UNIT COMMANDER _____	
MAILING ADDRESS			
CITY/ STATE/ZIP			
MEMBER CODE #	E-MAIL TEL. ()		

THIS FORM MUST BE COMPLETED AND RETURNED TO NATIONAL HEADQUARTERS WITHIN TEN (10) DAYS AFTER INSTALLATION IN COMPLIANCE WITH THE NATIONAL CONSTITUTION AND BYLAWS OF THE DISABLED AMERICAN VETERANS AUXILIARY.



DISABLED AMERICAN VETERANS AUXILIARY ANNUAL FINANCIAL REPORT



UNIT _____ STATE DEPARTMENT OF _____
NAME & NUMBER

LOCATED AT _____ ACCOUNTING PERIOD FROM _____ TO _____
CITY STATE

BEGINNING BALANCE (LINE 25 OF PREVIOUS YEARS REPORT) \$ _____

INCOME:

- | | | |
|--|----|----------|
| 1. DUES (PER CAPITA FROM NATIONAL HDQ) | \$ | _____ |
| 1A. DUES RECEIVED FROM JR. MEMBERS (MINUS NATIONAL & STATE PER CAPITA) | | _____ |
| 2. FORGET-ME-NOT DRIVES | | _____ |
| 3. BINGO (GROSS RECEIPTS) (INCOME FROM BINGO ONLY) | | _____ |
| 4. THRIFT STORE INCOME (EXPLAIN ON ATTACHED SCHEDULE) | | _____ |
| 5. KITCHEN OPERATIONS (GROSS RECEIPTS) | | _____ |
| 6. INTEREST INCOME | | _____ |
| 7. OTHER INCOME (ATTACH SCHEDULE) <small>(EXAMPLE: DONATIONS, REFUNDS, MONEY REC'D FROM CHAPTER, ETC.)</small> | | _____ |
| 8. TOTAL INCOME (LINES 1 THRU 7) | | \$ _____ |

IF THE TOTALS OF LINE 2 THRU 7 EXCEED \$100,000 THE REPORT MUST BE AUDITED BY A CERTIFIED PUBLIC ACCOUNTANT

DISBURSEMENTS:

- | | | |
|--|----|----------|
| 9. SALARIES/ALLOWANCES (ATTACH LIST SHOWING NAMES AND AMOUNTS) | \$ | _____ |
| 10. CONVENTION/CONFERENCES/SEMINARS (ATTACH LIST SHOWING NAMES AND AMOUNTS) | | _____ |
| 11. POSTAGE & OFFICE SUPPLIES | | _____ |
| 12. VAVS PROGRAM (LIST MEDICAL CENTER AND AMOUNT) | | _____ |
| 13. DONATIONS TO NATIONAL AUXILIARY SERVICE PROGRAM | | _____ |
| 13A. DONATIONS TO SERVICE, RELIEF & COMMUNITY SERVICE | | _____ |
| 14. FORGET-ME-NOT EXPENSES | | _____ |
| 15. BINGO EXPENSES (ATTACH SCHEDULE) (EXAMPLE: PAYOUTS, WORKERS, ETC.) | | _____ |
| 16. THRIFT STORE EXPENSES (ATTACH SCHEDULE) | | _____ |
| 17. KITCHEN OPERATION EXPENSES AND/OR OTHER UNIT EXPENSES (EX: BYLAWS, JEWELRY, GIFTS, ETC.) | | _____ |
| 17A. STATE MANDATE | | _____ |
| 18. OTHER (ATTACH SCHEDULE) | | _____ |
| 19. TOTAL DISBURSEMENTS (LINES 9 THRU 18) | | \$ _____ |

BALANCE (BEGINNING BALANCE PLUS LINE 8 MINUS LINE 19) \$ _____

ASSETS: (AS OF THE END OF THE ACCOUNTING PERIOD)

- | | | |
|---|----|----------|
| 20. CHECKING ACCOUNTS | \$ | _____ |
| 21. SAVINGS ACCOUNTS | | _____ |
| 22. CD'S (FACE VALUE AT MATURITY) | | _____ |
| 23. REAL ESTATE (PURCHASE VALUE) _____ (MARKET VALUE) | | _____ |
| 24. OTHER (ATTACH SCHEDULE) | | _____ |
| 25. TOTAL ASSETS (LINES 20 THRU 24) <small>(SHOULD EQUAL THE AMOUNT SHOWN ON BALANCE LINE AFTER LINE 19.)</small> | | \$ _____ |

NAME OF BANK AND LOCATION _____

EMPLOYER IDENTIFICATION NUMBER (EIN) # _____

NAMES OF ALL AUTHORIZED SIGNATURES _____

SIGNED BY AUDIT COMMITTEE: (THREE MEMBERS) SUBMITTED BY:
(MUST NOT INCLUDE, COMM., SR. VICE, TREAS., ADJ., OR FINANCE COMM.)

MEMBER	
MEMBER	TITLE
MEMBER	DATE
DATE	

This form must be completed and returned to National Headquarters within ten days following completion of the audit in accordance with the National Constitution and Bylaws of the Disabled American Veterans Auxiliary.

MAIL TO DAV/DAVA NATIONAL HEADQUARTERS

The DAV Auxiliary: Who We are & What We do for you

Mission Statement: *Making a difference for disabled veterans and their families.*

Vision Statement: *The DAV Auxiliary is committed to supporting the principles of the Disabled American Veterans and fulfilling the purpose and goals to which our organization is devoted. As advocates for the well-being of disabled veterans and their families, we are dedicated to the pursuance of veterans' legislative initiatives, instilling patriotism in our fellow Americans, promoting youth involvement in all programs, and encouraging voluntary service.*

WHAT IS THE DAV AUXILIARY

- A nonprofit association founded in 1922 by those who saw a need for assistance to the families, widows and orphans of disabled veterans, as well as the veterans themselves. Many auxiliary units have been established across the country.
- The national Auxiliary programs are not funded by the United States government, but depend totally on dues and contributions of its membership.
- The DAV Auxiliary is nonpolitical and does not endorse political candidates.
- National headquarters is located in Cold Spring, Kentucky.

WHO CAN BELONG

- Family and extended family members of:
 - any person (or any deceased person) eligible for membership in the Disabled American Veterans.
 - any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans.
 - any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen.
 - any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service.
- The family and extended family of Auxiliary members.
- No honorary or social members.

SERVICES TO DISABLED VETERANS, THEIR DEPENDENTS AND SURVIVORS

- **Benefits:** The DAV Auxiliary works closely with DAV National Service Offices throughout the country in an effort to make sure all disabled veterans and their families receive all of the benefits and services they're entitled to by law.
- **Legislation:** Auxiliary members fight to protect and improve legislation involving benefits earned by disabled veterans.
- **VA Voluntary Service:** DAV and Auxiliary members donate more than 1½ million hours annually to volunteer work at VA medical facilities and are constantly recruiting new volunteers for this program.
- **Transportation:** Auxiliary members are very involved within the DAV's transportation system by serving as hospital service coordinators and van drivers.
- **Education Scholarships:** Scholarships up to \$1,500 for full-time students and up to \$750 for part-time students. Those who apply must meet the eligibility requirements.
- **Service/Support Fund:** Provides financial assistance to those auxiliary members who meet the eligibility requirements.

CANDIDATE RESUME FOR A NATIONAL OFFICE FOR THE DAV AUXILIARY

Name _____ Address _____

Unit No. _____ State _____ District _____ Continuous yrs. as a member _____

I am eligible through _____

Marital status _____ Dependents at home _____ Yes _____ No. If Yes, how many? _____

Employed _____ Yes _____ No. If yes, where? _____ Are you restricted to travel? _____ Yes _____ No. Explain _____

Indicate below which national office/s you wish to be considered for:

Commander _____ Sr. Vice Commander _____ 1st Jr. Vice Commander _____

2nd Jr. Vice Commander _____ 3rd Jr. Vice Commander _____

4th Jr. Vice Commander _____ Judge Advocate _____

Are you active within your unit? Yes _____ No _____. Explain _____

Indicate elected and/or appointed offices held in the following:

Unit _____

State Department _____

Are you holding any offices elected or appointed at this time? _____ Yes _____ No

If yes, please specify _____

Title of **National** elective offices and chairmanships held and dates if known:

I have served on the following convention committees _____

Times I have attended:

My state conventions _____ Other state conventions _____

National Fall Conferences _____ National Conventions _____

Attach photograph

Name other organizations that you are active in and any position/s that you may hold.

During past year, what have you participated in within the community? _____

Please explain what you could contribute to those positions that you wish to be considered for.

Do you realize that should you be selected and elected, it is for this year only and does not automatically guarantee future years? _____

This form is to be completed and returned to national headquarters no later than thirty days prior to a national convention in order to guarantee that the form can be reproduced for each member of the nominating committee. A list is also made up for the district caucus indicating members who are seeking office. Even though the constitution and bylaws do not state a time limit, National headquarters wants to see that all materials are presented as they should be and be fair to all.

Signature

Date

Only this official form from National Headquarters shall be used when submitting your candidacy to the committee for consideration.

<p>Please provide your cell phone number should the Nominating Committee need to contact you during the national convention.</p> <p>() _____</p>
--

APPLICATION FOR A NATIONAL CHAIRMANSHIP/APPOINTMENT

Fill out this form completely and submit to:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

Must be postmarked no later than April 15, 20XX

Indicate the National Chairmanship(s)/Appointment(s) which you would prefer:

- Chaplain History Hospital Jr. Activities VAVS
 Interim Constitution & Bylaws Chairman Interim Constitution & Bylaws Committee Member

Years in the Auxiliary as an active member _____. Do you attend your local unit meetings?
Yes _____ No _____

List offices and chairmanships in your local unit and years served in each.

Number of State Conferences attended _____. Number of State Conventions attended _____.

List offices and chairmanships in your state and the years served in each.

Have you ever held a national elective office or appointive office? Yes _____ No _____

If Yes, please explain: _____

Number of National Fall Conferences attended _____. Number of National Conventions attended _____. Number and name of Convention Committees you have served on.

Explain in your own words why you would like to be considered by the newly elected commander for the chairmanship that you have indicated above and what you think you can contribute to the organization. (A separate sheet must be attached for this portion of the form.)

Name of Applicant

Membership Number

Street Address

Unit Name and Number

City, State, and Zip

Area Code, Phone Number

Attach photograph

How to Form an Auxiliary

To the

Disabled American Veterans



- Requirements
- How to Form
- Issuing & Presentation of the Charter
- Junior Charters
- Application for Charter
- Chapter Consent Form
- Temporary Officer Form

Information Regarding the Formation of New Disabled American Veterans Auxiliaries

There are several requirements necessary in order to charter a new DAV Auxiliary Unit. They are:

1. The Chapter must first give their consent for said Auxiliary by signing the Chapter Consent Sheet and Charter application.
2. There must be no less than ten **new** senior members for an Auxiliary charter to be issued.
3. Once the requirement of ten new senior members has been met, and before the charter is issued, the names of any transfers and juniors may be included.
4. The full amount of annual dues must be sent to National Headquarters with the following:
 - A completed application for each new senior member.
 - Forms for each transfer member and, if applicable, any junior applications.
 - Chapter consent and charter application properly signed by the Chapter Commander and Chapter Adjutant.
 - A \$25.00 charter fee for issuance of the charter.

Upon completion of the above requirements, send all pertinent data to:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

JUNIOR CHARTERS

National headquarters does issue special Junior Auxiliary Charters. There is no charter fee or application for this, but one requirement is that there are at least ten paid junior members in the Unit before a request is made for a charter. No junior may be a charter member unless their dues are paid for the current membership year. The request should be sent in letter form to National Headquarters along with a list of the junior members.

HOW TO FORM A DAV AUXILIARY

The incentive for the formation of an Auxiliary Unit comes from the DAV members who have recognized the desirability of having an Auxiliary organized for their Chapter. The first purpose of an Auxiliary is to aid the DAV Chapter to which it is affiliated in the carrying out of the programs as outlined by the national organization. The Auxiliary Unit is an auxiliary body to the local chapter and takes the Chapter's name and also its number. An Auxiliary can only be organized under the authority of, and in connection with, the DAV Chapter.

When a DAV Chapter has gone on record as favoring the organization of an Auxiliary Unit, it is requested that a copy of the Chapter Consent sheet specifically recommending the formation of the Auxiliary be sent to our National Adjutant. The resolution must be duly signed and dated by both the DAV Chapter Commander and Adjutant. The charter application must also be sent and it shall contain at least ten new senior members.

When the time and place of the organization meeting have been decided, a cordial invitation to attend the meeting and become a charter member of the Auxiliary should be

sent from the Chapter to every eligible person. Adequate publicity should be given the meeting through newspapers and through other channels if possible.

If a State Department Auxiliary officer is able to attend the meeting, they should open the meeting and briefly outline the nature and purpose of the Auxiliary. The Chapter Commander and Adjutant should be given an opportunity to speak.

Next in order is the election of a temporary Commander, who shall appoint a temporary Adjutant. These officers would then take charge of the meeting.

All members present at the meeting shall receive the Membership Initiation. This can be given by an elected officer or a past commander of an Auxiliary in good standing. No member of the DAV can give the Membership Initiation or install any member of the Auxiliary. The temporary Commander should then ask for nominations for the following offices: Commander, Senior Vice Commander, Junior Vice Commander, and Treasurer.

Eligibility for Auxiliary Membership:

- The family and extended family members of any person (or any deceased person) eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person injured and may still be in active service in the armed forces of the United States of America and eligible for membership in the Disabled American Veterans, are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family members of any person who served with the armed forces of any nation associated with the United States of America as an ally, was honorably discharged, and became an American citizen, are eligible for

membership in the Disabled American Veterans Auxiliary.

- The family and extended family members of any person who has served in the armed forces of the United States of America and has not been dishonorably discharged or separated from such service are eligible for membership in the Disabled American Veterans Auxiliary.
- The family and extended family of Auxiliary members who are not otherwise eligible for membership are eligible for membership in the Disabled American Veterans Auxiliary.
- Any person who is eligible for the DAV is also eligible for the Auxiliary, but may only vote and/or hold office in one side of the organization.

Junior Members are relatives of disabled veterans or Auxiliary members who have not yet reached their 18th birthday. There is a \$3.00 national per capita tax for each Junior member which must be submitted with the *National* copy of the Junior application. It is the responsibility of the Auxiliary unit to send the *State Department* copy along with their per capita tax, if applicable, to their respective State Department Headquarters. Since the unit has the right to set its own dues for annual seniors, any monies collected over and above the National and State Department per capitals will be redistributed to the unit by National Headquarters after processing.

PRESENTATION AND ISSUING OF THE CHARTER

When National Headquarters receives all of the necessary applications, consent sheet, dues, and charter fee, they will immediately send the charter to the State Department Auxiliary Commander for signature and presentation. The State Auxiliary Commander will contact the new Auxiliary with reference to a charter presentation date and time.

An Auxiliary supply kit will be mailed directly to the Commander of the new Auxiliary. If a Commander's name is not provided when the request for a charter is made (officer form is enclosed), the supply kit will not be sent until National Headquarters receives the list of officers. Complete information on the functioning of the auxiliary will enable the Auxiliary Unit to operate in accordance with the instructions previously outlined.

Upon receipt of your charter, you should arrange to have your officers installed. Qualified installing officers for the Auxiliary are: Any Auxiliary National Officer, Auxiliary Past National Commander, Auxiliary National Executive Committee Member, Auxiliary elected State Officer, Auxiliary Past State Commander, Auxiliary Unit Commander, or Auxiliary Past Unit Commander. (The Commander-elect usually selects the installing officer who must be one of the foregoing officers and a member of the Auxiliary in good standing.) The Auxiliary Ritual is used in all installations.

When sending the charter application, it is always wise to send a typewritten copy of the names and addresses as well so that they may be easily read, and in order to avoid mistakes in typing the charter itself. (If a typewriter or computer is not available, be sure to plainly print each name and address legibly.)

To The National Headquarters
Disabled American Veterans Auxiliary

_____ Chapter No. _____
(Name of Chapter)

_____ , _____
(Name of City) (State)

Approves the formation of an Auxiliary to their Chapter.

We hereby request the National Auxiliary Headquarters to grant a Charter for this Auxiliary.

Chapter Commander

Chapter Adjutant

Date: _____

**Immediately following election,
Please complete this form and mail to:**

National Headquarters
DAV Auxiliary
3725 Alexandria Pike
Cold Spring, KY 41076

Date: _____

Unit Number: _____

Unit's Annual Dues: _____

State of: _____

Our current officers for your records are:

Commander

Name (First and Last)

Address

City, State, and Zip Code

Area Code and Telephone Number

Adjutant

Name (First and Last)

Address

City, State, and Zip Code

Area Code and Telephone Number

The Adjutant shall receive all mail. It will be the Adjutant's responsibility to bring it to the unit meeting, make it available for all unit members, and see that it is distributed to the proper officers.

Date

Commander's Signature

**General Information
For
Newly Chartered Units
Of the
Disabled American Veterans Auxiliary**

Keep in Unit Files

Contents.....

Membership Processing

Formation of a Junior Auxiliary
Remitting Junior Payments

Miscellaneous Information

The staff at our National Headquarters office is only too happy to assist you in any way. For any information or assistance, feel free to contact National Headquarters.

Contact information:

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076

(859) 441-7300 (Office)
(859) 442-2095 (Fax)
dava@davmail.org

Procedures to Follow for Membership Processing

New Senior Members: Payments for new senior members must be accompanied by a completed application form properly filled out and signed by both the applicant and sponsor. The membership year for which payment is being made **must** appear on the application or it will be processed for the current membership year which would end on June 30.

Renewing Annual Seniors: Payments for annual members must be accompanied by an application form giving name, current address, and membership code number. Be sure to check the appropriate box indicating it is an annual payment. Do not forget to indicate the correct fiscal year. Payments can also be processed when submitted with a dues notice. However, if there are any corrections such as change of name, change of address, etc., it must be indicated on the notice. If application or notice is not available then remit payment along with letter showing the correct name of the member, correct address, membership code, and fiscal year for which payment is being submitted.

Junior Members: Every junior membership payment must be accompanied by an application. This is true whether it be a new or renewal of a junior member. Once the application is completed indicate whether it is new or renewal. Submit the amount of \$3.00 only to National Headquarters. The State copy should be sent directly to the state department with the state per capita tax, if applicable. Any junior who will be eighteen during the current membership year can no longer be a junior member but must convert to a senior membership.

Life Members: In order to process a life membership it is imperative that we have the date of birth. This is true even if an annual member is converting to a part-life or full-paid life membership. If we do not have the date of birth, the membership will be processed for the full amount and a letter will be sent from National Headquarters asking for the member's date of birth. Once we have received this information, the membership will be adjusted to reflect the correct amount. When making payments on a part-life membership, submit the notice sent out to you from national headquarters, or when writing to us with your payment indicate name and code number. Life membership must be paid in full within three full membership years. If a member begins and pays their life membership in full within one membership year (July 1 to June 30), they will receive a free life membership pin. Be sure to mark the appropriate box on the application for new life or life payment.

Applications for membership are free of charge.

Inquiries: Whenever you have reason to write about any member, always give their name, address, and code number. This is true whether you are reporting a death, address change, name change, replacing a membership card, etc. The complete information is necessary.

Membership Year: Remember that the membership year is always from July 1 of the current year through June 30 of the following year. It is imperative that the membership year be indicated when submitting annual payments.

Officer Information: When sending in a name or address change of a unit officer, indicate the office they now hold in order that we can properly change all our records on file.

All correspondence submitted to national headquarters must have your name, address, and phone number, plus your unit number and state.



How to Form a Junior Auxiliary Unit

Any chartered Auxiliary unit may request a Junior Charter from National Headquarters, without charge, providing they have at least ten Junior members paid for the current membership year.

There is no charge for a Junior Charter, nor is a special form required. Only a written request is needed from the Unit.

Junior members do not have any vote at national, state, or local senior meetings; however, they do count towards quota. They can be a great asset to any senior Auxiliary by helping them in so many ways such as helping with special events or affairs, volunteering at the medical centers, if their age is acceptable, and other various duties.

There is no special membership pin for Juniors. They may, however, wear the regular DAV Auxiliary membership pin.

Junior members become senior members at the beginning of the fiscal year in which their 18th birthday falls. Refer to the national bylaws for further Junior information.

* * * * *

Correct Procedure for Junior Payments to National and Department Headquarters

For National processing -- Complete the membership application and send the top portion along with \$3.00 to National Headquarters, 3725 Alexandria Pike, Cold Spring, KY 41076. Mark the form appropriately (i.e., New or Renewal). Be sure to write the membership year(s) being paid. If the junior is new, the application must be filled out completely. If a renewal, send application giving name, code number, and indicate it is a renewal.

For State Processing – Send the State copy to your State Department with their per capita tax. (Each state has a different per capita tax for Juniors; check with your State Adjutant for the amount, if any.)

Unit part of the application is to be kept in Unit files.

Remember, send \$3.00 only to National Headquarters. Since distribution is not made on a Junior membership any amount over the national per capita of \$3.00 will be retained by National Headquarters and credited to donations.

Important Auxiliary Information Keep in Unit File

National Mandates --- Each year the unit must pay a National Mandate. The mandate is automatically taken from the unit membership disbursement.

These are the programs that make up the mandate of \$25.00 paid by each unit:

Convention Expenses – \$12.50 per year
Service Support Program – \$6.00 per year
Education Scholarship Fund – \$6.50 per year

Officers – When the unit's annual election has taken place, it is imperative and necessary that National Headquarters be notified so that we may update our records. The appointed Adjutant will receive all mail from National Headquarters and it is important to remember that this is unit mail and must be brought to all meetings in order to keep the membership informed.

An Officer Report Form is sent out to each unit on an annual basis to be completed after their election. The form has three copies and an original. The original copy is sent to National Headquarters, one copy to State Dept. – DAVA, one copy to State Dept. – DAV, and the last copy for the unit files. Failure to complete and submit this form on an annual basis after the unit election will result in the unit being placed on hold or possible suspension until the information is received at National Headquarters.

Who needs an application? -- Any junior or senior member whose dues are being submitted to National Headquarters for processing.

Hats, Flags, Jewelry, Clothing, Bylaw Books, etc. – All fraternal sales items are ordered through the DAV. Checks should be made payable to: **DAV National Service Foundation** and sent to 3725 Alexandria Pike, Cold Spring, KY 41076.

Remitting checks – Any checks sent to National Headquarters for memberships, mandates, donations, etc., can be combined in one check as long as a letter of instruction is also submitted. Make the check payable to "DAV Auxiliary National Headquarters" and not to any person or fund.

Remember that on most of the forms from National Headquarters you will find there are instructions to assist you when completing them. Should you still have any questions, just contact National Headquarters.

DAV Auxiliary National Headquarters
3725 Alexandria Pike
Cold Spring, KY 41076
Phone: (859) 441-7300
Fax: (859) 442-2095
E-mail: DAVA@davmail.org

Miscellaneous Forms/Information

The unit Adjutant receives all mail. However, this is unit mail and not personal property of the Adjutant and is to be brought to each meeting.

EIN (Employer Identification Number) – Upon charter issuance, the unit adjutant will receive a partially completed IRS Form SS-4, Application for *Employer Identification Number*. This is a federal tax identification number used to identify the unit as a non-profit subordinate unit of the DAV Auxiliary.

IRS Form 990-N – Units with gross annual income less than \$50,000 are required to file the online Form 990-N at the end of their accounting period. This is an electronically-submitted IRS-required form. Failure to submit this online form for three consecutive years will result in the loss of non-profit status.

Membership List indicates all members of the unit as of the date of the report. This will be received every six months as of July 1 and December 31. (The member count at the bottom of the report will not agree with the Distribution Report since the Membership List includes active, delinquent, inactive and transfer in, etc.)

Activity Report is sent to the unit each month (providing there was any activity during that month) which details activity of the membership such as new members, payments, changes of address, transfer in and transfer out, unclaimed, deceased, etc. It is important that you update this information on the Membership List in order to keep your membership roster current. It is important to check this activity report for those members who have been “unclaimed” which indicates that mail has been returned by the post office due to an undeliverable address.

End of Month Mailing is sent out each month with various chairmen reports and a newsletter called *Headquarters News*. The Activity Report, Chairmen Reports, and any other important information for the unit will be sent out at the end of the month.

Officer Report must be completed after the annual election is held. It is important when holding an election that all members are paid not only for the current membership year but for their entire term of office.

Financial Report is prepared by the Treasurer and shall be audited by an audit committee composed of unit members. This must be sent in each year and the unit itself must determine its fiscal year such as March 31 – April 1, February 1 – January 31, etc.

Distribution Report indicates how much money is accruing for your unit. However, it is deposited into your bank account every quarter. You will receive a form that must be filled out by the unit and the bank indicating the unit name and account number so that it can be deposited. Refer to this report for total paid membership.

National Convention Delegate Form will be sent to the unit at the end of March for any elected delegates and alternates that may attend the national convention. There will be a letter explaining what is to be sent to national headquarters and what is to be given to the delegates and alternates.

At the National Convention, bylaw amendments are usually submitted and voted on and it is imperative that the unit order new bylaws every year since there are always changes in officers, national executive committee members, as well as amendments to the bylaws. These are

usually ready for distribution sometime in October or November and notification of this will be sent in the month-end mailing.

The National Fall Conference is held each year and any member may attend. The information for this Fall Conference will be sent in a month-end mailing and also announced in the DAV magazine.

Annual Report Forms – If applicable, your state department will send your unit a set of reports which are to be filled out indicating the activity of your unit for the year. Follow the instructions and complete the reports.

OFFICIAL LOGO OF THE DISABLED AMERICAN VETERANS AUXILIARY

The official logo of the Disabled American Veterans Auxiliary is under a copyright and not to be used by any member or individual, unit, district or state department without permission from the National Headquarters of the Disabled American Veterans Auxiliary.

In order to obtain permission a request must be received at National Headquarters of the Auxiliary stating the following:

1. What it will be used for.
2. Is it a fund raiser to benefit the unit or state department?

If it is a fund raiser was it approved in accordance with the National Bylaws of the Disabled American Veterans Auxiliary?

The logo is not to be used for the personal benefit or income of any individual.

PROTOCOL

Protocol is just another word for good etiquette and procedure. The information that follows are only suggested guidelines and can be tailored to fit your individual function.

1. Usually there is a committee whose members plan and coordinate the activities for a special function. This committee attends to the details and this makes the event run more smoothly.
2. Visiting guest(s) appreciate knowing how you would like them to become involved in your special event. If you have a printed agenda or program, a copy should be sent to the guest(s) in advance. This will allow them to prepare remarks and acquaint them with your scheduled agenda.
3. Upon arrival of guest(s), they may be met by the person in charge of the event or this responsibility can be delegated.
4. Reservations should be made for the guest(s) at a hotel. (This does not mean that those sponsoring the event will have to pay the hotel bill; it just guarantees the availability of a hotel room.)
5. Upon arrival at the hotel, give the guest(s) some time to relax and inform them of the scheduled functions. Escort them to the scheduled functions, and introduce them to members along the way.
6. If your special event includes a luncheon or a banquet, you will need to decide upon the seating at a head table. The "Mistress/Master of Ceremonies" should be seated to the right of the podium. The special guest(s) is seated to their right. Other

participants and officers can be arranged as seating allows.

7. Introduction of local officers should be followed by the introduction of the special guest(s). Acknowledgement of any dignitaries in the audience should be made by name, if possible.
8. If corsages/boutonnieres are to be given for the special event, they should be presented prior to its beginning. They should always be given to both the presiding officer and the guest(s). Other flowers may be given as previously arranged by the committee.
9. If gifts are presented to the guest(s), Mistress/Master of Ceremonies or any other participant, thank you notes should always be sent promptly. The thank you note should mention the occasion and the gift, and should also be sent for any courtesies extended.
10. At the special event, always give credit by introducing the chairman and the committee who planned and worked on the event. Also mention others who may have helped. A little praise and thank you for the work that has been done is always appreciated.

Remember that all the above is not written in stone and should be adapted to your needs. It is important that you treat others as you would wish to be treated. Make them feel comfortable and at ease in the situation. Giving them as much information in advance as possible will help your guests feel comfortable and make your event a success.

THE ABC'S OF PARLIAMENTARY PROCEDURE

- A** is for **AGENDA** – prepare a new Agenda for each meeting, check each order of business as handled and you always know the next order of business.
- B** is for **BYLAWS** – you can't operate without them.
BALLOTS – to choose your officers.
BOARDS – to handle organization administration between meetings.
- C** is for **CHAIRMAN** and **COMMITTEES** – Standing and special which assist in administration.
CONVENTIONS – to bring all members together at end of term of office.
- D** is for **DEBATE** (discussion) – which we use in a gracious manner and for **DUES** which must be paid.
- E** is for **ELECTIONS** – where you use your ballot.
EXECUTIVE SESSIONS – where only members are allowed.
- F** is for The **FLOOR** – how we designate our claim to speak and obtain the floor – who – when – how.
FINANCIAL REPORT – given by the Treasurer.
- G** is for **GAVEL** – used only to open and close meetings. The knowledgeable commander does not juggle it, does not pound it, but uses it graciously and with pride. Passes it on to the next commander and doesn't try to keep a hand on it after leaving office.
- H** is for **HONORARY OFFICERS** – do not have them.
- I** is for **INFORMATION** – ask for it as an incidental motion.
- INQUIRY** – another incidental motion.
INTRODUCTIONS – learn to give them correctly.
INSTALLATIONS – necessary if it is stated in bylaws.
- J** is for **JOURNAL** – Journal of History and Journal of Minutes.
- K** is for **KINDNESS** – which is the basis of any group activity.
- L** is for **LEADERSHIP QUALITIES** – We can only gain by getting all members to participate.
- M** is for **MOTIONS** – Main motion - 80% of all business is handled by a main motion. Subsidiary motions which help us correct Main and Privileged motions.
MEETINGS – where we get together to make decisions for the organization.
MINUTES – a history that informs the membership what was accomplished.
- N** is for **NOMINATIONS** – and nominations lead to elections.
- O** is for **OFFICERS** and **ORGANIZATIONS**.
- P** is for **PARLIAMENTARY PROCEDURES** – which streamline our meetings.
POLLS – where we vote.
PRESIDENTS and **PRIVILEGES**, and don't forget
PUBLIC COURTESIES.
PROGRAMS, PROTOCOL AND PRAYERS.
- Q** is for **QUESTIONS** – The pending Question which is the motion on the floor and the Question of Privilege and here again general ranks higher than personal for the

organization is bigger than the individual.

QUORUM – don't begin a meeting without one.

R is for **RANK** – in office
RECESS – when we need one
RECOGNIZE – what the Chair does when you rise to speak.
REFER – refer or send to proper committee.
REPORTS – Documentation of activity and progress to be filled out.
RESOLUTIONS – really only Main Motions no matter what you call it.
REVISE – which is what is done to standing rules and bylaws.
RULES – workable, and once learned, they are easy.

S is for **SECONDS** to motions – be quick on this to get the motion on the floor.
SECRETARY – one who keeps the minutes.
SESSION – meeting that is held.
STANDING RULES – motions of continuous effect.

T is for **TABLE** – where we place a motion temporarily. (It does kill a motion.)
TELLERS – who count the votes.
TREASURER – who handles the finances.

U is for **UNFINISHED BUSINESS** – never say old business.
UNANIMOUS VOTE – often stated, but not always correct. You may have a general consent, but a **UNANIMOUS VOTE** is not easy to obtain.

V is for **VICE PRESIDENT** or **Sr. Vice** – one who presides when the president or commander is absent.

W is for **WITHDRAWN MOTION** – not included in minutes.

X is for **EX-OFFICIO** – by virtue of office or right.

X-RAY – what you should do to your membership to make sure you are growing and not retreating into mediocrity.

Y is for **YOU** – The most important person in your organization.

Z is for **ZERO HOUR** – it's now.

PURPOSE OF INCORPORATION

The purpose of incorporating a unit is to insulate the personal assets of each member in the event the unit is named as a defendant in a lawsuit which could result in monetary damages being awarded to the plaintiff or the estate. If the unit is incorporated, any award resulting from such a suit would be limited to the assets of the unit. In the event the unit is not incorporated, the award of damages as a result of the lawsuit could encompass the personal assets of each and every member of the unit.

When taking into consideration the small cost of incorporating, it really offers you much greater protection than insurance. **However, do not interpret this to mean that we are advising you against having insurance to protect the unit against liability and personal injury claims. Insurance is also a means of protection.**

When incorporating your unit, you must realize that each state has different laws and regulations concerning this procedure. Upon approval by the state department and the national organization of the DAV, the papers must be filed with the Secretary of State's office.

For your information: A unit or auxiliary state department is not automatically covered under the Articles of Incorporation of their parent organization.

DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE MEMBER

A National Executive Committee Member is not a national officer since the member is elected by their district only, but they play an important role in the organization since the National Executive Committee Member is a liaison between the district they represent and the national organization. Their duty is to attend all national executive committee meetings and make decisions on behalf of the district when required to do so. It is also

their responsibility to report back to the district with pertinent information. Below are some of the duties of the National Executive Committee Member:

- Shall attend the National Fall Conference and National Convention and act as a national page at the national convention. Transportation and expense money authorized by the national finance committee will be provided. Receipts must be submitted to offset all expense money and airfare. Should the NEC be driving they must show round-trip mileage **and** airfare since they will not be compensated for more than the airfare.
- Should an NEC not be able to attend a national conference or national convention, they are to notify national headquarters and their alternate immediately. The alternate will then receive the expense money. Should an NEC not be present for the entire conference and/or convention, including the Introduction of National Officers at the conclusion of the national convention, national headquarters has the right to see that the expense money given to them be refunded to national headquarters or given to the alternate if they are in attendance. **NEC's or Alternates leaving the national convention prior to its conclusion must notify the National Adjutant.**
- When **authorized** by national headquarters to attend a state, district or any other function as the representative, they will receive and must submit a completed travel expense statement as soon as possible after the event. This travel expense statement should only show actual expense incurred such as round-trip air fare or round-trip mileage which cannot exceed air fare, room, meals, tips, parking, etc. Receipts must be presented for all justified expenses. No items of a personal nature such as clothing, dry cleaning, hair, or the expenses of a traveling spouse are to be included. Alcoholic beverages are **not**

considered a legitimate expense. No reimbursement will be given for raffles, etc. If authorized to be the national representative at a state convention, a gift will be supplied by national headquarters.

- If a district meeting is held, it will be the responsibility of the NEC to conduct the meeting. A check to assist with the cost of setting up a district meeting will be issued by national headquarters and distributed to the NEC at the National Fall Conference. **An NEC may submit expenses for one night's lodging at a district meeting; one meeting per year.** The NEC can request a national representative for a national district meeting.
- Shall keep the Alternate informed of matters within the district since it is the duty of the Alternate to attend all meetings in the absence of the NEC.
- Shall help establish new auxiliaries within their district should the Auxiliary State Commander request assistance.
- May submit bulletins for mailing to units within the district. The bulletins should inform members in the district of the dates of conferences, new and different activities being conducted on the various programs of the organization, etc. Bulletins must be received by national headquarters for mail out no later than the 10th of each month.
- Prior to the national convention the NEC must compile an annual report and submit it in typewritten form to national headquarters in order that it may be printed and sent out to the units within the NEC's respective district. The report should consist of information and statistics submitted by the units on their annual reports and any helpful procedures that can be of benefit in communicating from units to states to national headquarters. The report should be one page in length and submitted by the deadline indicated. National

headquarters will print the report and send it out to all units within the district.

- When attending their own state convention they are a delegate, PSC, etc., and not a national executive committee member and, therefore, should not expect more privileges than any other member or serve on committees as NEC. If authorized by national headquarters to be the national representative to attend state functions then they would be considered a guest of that state and should act accordingly. The NEC does not express opinions or get involved in controversy within a state when authorized as the representative.
- The NEC has been elected by a district to represent, to serve, and to do the best job that they can do. The title of National Executive Committee Member is not to be used unless authorized on behalf of national headquarters to do so. NEC's do not get involved in state problems nor shall they usurp the powers of the State Commander. Remember that good will and understanding is part of this job.
- Should the NEC wish to send any news or announcements of a national district conference or any information concerning the district, they must submit it in typewritten form to national headquarters for distribution to the units in district.
- Districts cannot have fundraisers.

THE ELECTION OF NATIONAL EXECUTIVE COMMITTEE MEMBERS

1. A National Executive Committee Member (NEC) and Alternate are elected to represent each of the twenty-one (21) national districts.
2. The National Executive Committee Member and Alternate are elected for a two (2) year term of office at the district caucuses held at the National Auxiliary Convention.
3. A National Executive Committee Member and Alternate from the odd-numbered

districts are elected in the odd-numbered years; and the National Executive Committee Member and Alternate from the even-numbered districts are elected in the even-numbered years.

4. Candidates for NEC's and Alternate NEC's must be present at the district caucus to be elected.
5. Voting for NEC and Alternate NEC is on the same basis as prescribed for voting in the National Convention. In the event of a roll call vote, each District will use the Convention vote list for tabulating votes.
6. Only properly registered delegates are eligible to cast votes at a caucus. The delegate must be able to display the name badge received upon registering at the convention.
7. All NEC's and Alternate NEC's shall be installed by a proper installing officer (Article XIV, Section 2).

PINS ON HATS

National Headquarters does not set policy as to whether pins can or cannot be worn on auxiliary caps. This policy is set by each state department and should be stated in their standing rules.

**PAST NATIONAL COMMANDERS' AWARD
DAVA OUTSTANDING MEMBER OF THE YEAR**

(Please type or print. All information must be neat and legible.)

Name of Nominee: _____ Member Code # _____
Address of Nominee: _____ Phone: (____) _____
City: _____ State: _____ Zip Code: _____
Unit Name & Number: _____ Years of continuous membership: _____
Eligible through: _____

PURPOSE: To recognize the contributions and dedication of an outstanding member of the Auxiliary whose efforts have enhanced the goals of the Auxiliary, the Parent Organization, and has been active in the community since becoming an auxiliary member.

ELIGIBILITY: Any active senior member of the Disabled American Veterans Auxiliary is eligible for this award with the exception of a previous winner of the Past National Commanders' Award, any Past National Commander, or an employee of the DAV and/or Auxiliary. Any DAV Auxiliary member in good standing may sponsor an individual for this award.

Please read instructions thoroughly. **The official form** from National Headquarters has been attached. During the years of membership list the activities, and approximate period of time for each in which the candidate was involved or helped initiate, for the DAV Auxiliary or the Parent Organization. In addition list any outstanding personal achievement and involvement with other community groups, **excluding other veterans' organizations.**

In order to qualify for this award a photograph of the nominee must be attached.

Sponsor Information:

Name: _____ Phone: _____

Address: _____
Street

City, State, Zip Code

Unit Name and Number: _____

Membership Code: _____

As sponsor I hereby verify that the information submitted is correct.

Sponsor's Signature

Date

This completed form must be submitted to National Headquarters and postmarked no later than March 31, 20XX.

5. Explain in detail any participation in the following programs of the DAV Auxiliary.

Americanism

Community Service

Hospital

Junior Activities

Legislation

Membership

VAVS

6. Explain any participation in the programs of the DAV parent organization.

8. List and explain participation with other community groups. (DO NOT INCLUDE PARTICIPATION IN OTHER VETERANS' ORGANIZATIONS.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note to Sponsor: Please use the space below to state in your own words why you feel this member is truly outstanding and deserves consideration for this award. Additional information may be attached

Sponsor's Signature
(Not a Unit or State)

Date

Return completed form to: **National Auxiliary Headquarters**
 3725 Alexandria Pike
 Cold Spring, KY 41076

Reminder: A photograph of the nominee must be attached.

Return completed form to: **National Auxiliary Headquarters**
 3725 Alexandria Pike
 Cold Spring, KY 41076



DAV Auxiliary Request for Labels



Date _____

State Department of _____ Unit/Chapter # _____

Our unit/chapter/state department is requesting DAV Auxiliary unit mailing labels to be used for the following: *(check all that apply)*

- National at-large** (No charge)
- State at-large** (No charge)
(Specify zip codes. If indicating additional zip codes on reverse side, check here)

Labels will be used for:

- * **Newsletters, Meeting/Election Notices.** Number of sets _____
- * **Fund Raisers** *(Copy of Chapter/Department permission must be submitted with this request.)* – Number of sets _____

*Label charge shall be determined based upon the number of labels per order as follows:

1 – 1,000 - \$15.00
 1,001 – 5,000 - \$25.00
 5,001 – 10,000 - \$50.00

*Select Label Format <input checked="" type="checkbox"/>	*Select Label Sequence <input checked="" type="checkbox"/>
<input type="checkbox"/> All Members	<input type="checkbox"/> Member Name
<input type="checkbox"/> Active Members Only	<input type="checkbox"/> Member Code Number
<input type="checkbox"/> Other _____	<input type="checkbox"/> Zip Code

Send labels to:

Name _____

Title _____

Street Address _____

City, State, Zip _____

Telephone Number _____

Please return form and payment (check or money order) to the address listed below.

PLEASE ALLOW 3 WEEKS FOR DELIVERY

DAV Auxiliary
 3725 Alexandria Pike
 Cold Spring, KY 41076

For Office Use Only

Mail Date _____ Payment Amt. \$ _____ Check # _____ Total Pages _____ Prepared by _____

DISABLED AMERICAN VETERANS AUXILIARY

We, the members of Unit # _____, State Department of _____ have voted to hold a fund raiser on:

Date: _____

Time: _____

Location: _____

Purpose: _____

Type of fundraiser: _____

Does the unit anticipate grossing more than \$5,000? Yes _____ No _____
(If more than \$5,000, the unit must also receive approval from the DAV State Department.)

Is the unit required to sign a contract? Yes _____ No _____
(If requested to sign a contract it must be approved by the DAV State Department and the DAV National Executive Committee.)

Auxiliary Commander

Auxiliary Adjutant

Date: _____

TO THE CHAPTER: Please complete the information below and return to the unit.

Based on the above information, DAV Chapter # _____ State Dept. of _____ hereby gives permission for the auxiliary to hold their fundraiser.

Yes _____ No _____

Chapter Commander

Chapter Adjutant

Date: _____

UNIT: Keep a copy for your file and submit one copy to National Auxiliary Headquarters for their file.



**AUTHORIZATION AGREEMENT FOR DAVA DIRECT DEPOSIT
 DISABLED AMERICAN VETERANS AUXILIARY
 FEDERAL ID NUMBER 84-0505501**

I HEREBY AUTHORIZE The Disabled American Veterans Auxiliary National Headquarters to initiate electronic transfer of funds to our account in the depository named below. This authorization is to remain in full force and effect until National Headquarters has received written notification of its termination in such time and in such a manner as to afford National Headquarters and the depository a reasonable opportunity to act on it.

DEPARTMENT/UNIT _____ NO _____

STREET ADDRESS _____

PHONE _____ DATE _____

AUTHORIZED BY _____ **TITLE** _____

(SIGNATURE)

NOTE: Depending on the type of account you have selected for Direct Deposit, please present either a blank savings account deposit slip or a void check or deposit slip from your account at the time this form is brought to your financial institution for them to complete. This will ensure that the proper account is credited.

THE SECTION BELOW TO BE COMPLETED BY FINANCIAL INSTITUTION

BANK OR SAVINGS & LOAN _____ BRANCH _____

STREET ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIP _____

ACCOUNT: (SELECT ONE) () Checking (including "Now" account) () Savings

TRANSIT/ABA NUMBER _____	ACCOUNT NUMBER _____
(nine digit number)	
TITLE OF ACCOUNT _____	

SIGNATURE _____
 (Signature of bank employee completing form)

TITLE _____ DATE _____

National Headquarters will continue to provide distribution activity reports along with a notice stating the amount being electronically deposited to the account indicated above.