

LADIES AUXILIARY
TO THE VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF COLORADO

General Orders #4

January 2011

- 1. DEPARTMENT PRESIDENT CAROLYN SIMON'S SPECIAL PROJECT is Colorado Veterans Foundation.** Send your contributions to Department Treasurer Colleen Rylant earmarked "Department President's Special Project."
- 2. AUXILIARY, DISTRICT and DEPARTMENT OFFICERS:** You must have current copies of the National Bylaws and rituals.
- 3. ELECTED OFFICERS AND ALL MEMBERS:** In order to be considered a member in good standing, your 2011 dues must be paid by December 31, 2010 or you are no longer in good standing and will not be permitted to attend meetings, hold an office, or be eligible for a cancer grant, if otherwise eligible.
- 4. FOURTH QUARTER AUDITS** cover the months of October, November and December and shall be conducted during the month of January (pg. 84 of the Bylaws). A copy of this audit must be mailed to Department Treasurer, Colleen Rylant no later than January 30, 2011.
- 5. MEMBERSHIP:** Keeping your membership current is the easiest way to keep our organization membership whole and healthy. If you have not already paid your 2011 dues, your membership ceased to be in good standing as of December 31, 2010. Please pay your 2011 dues now. Your dues help to keep our congressional voice strong for military, veterans and families. Your dues also entitle you to receive a cancer grant, provided the eligibility requirement is met. Recruit new members by always carrying an application card with you. Use it to sign up your friends and family. The Auxiliary shall fix an admission fee not less than \$5.00 per member. This entitles each new member to a membership pin and a copy of the current Bylaws and Booklet of Instruction. (See Section 103, pg 11 of the Bylaws)
- 6. AUXILIARY TREASURERS:** Please forward dues to the Department Treasurer at least once a week. Please make sure the cards are filled out completely and correctly, so it does not hold up the transmission of your new members. PLEASE DO NOT HOLD THEM.
- 7. ROSTER CORRECTIONS:** The roster is typed from the Report of Installation. If the information is listed with incorrect addresses and phone numbers on that form, they will be wrong in the roster. Please be sure to check these before they are sent to the Department Secretary. If you are an officer and move or your address has changed in any way, let your Auxiliary Secretary know so she can inform the Department Secretary.
- 8. CHANGE OF OFFICERS:** A form was sent to each Auxiliary with their Warrant request showing how to notify National, the Department Treasurer and the Department Secretary of the changes in your officers. Please use them.
- 9. DISTRICT PRESIDENTS:** Sec. 810C, Page 70 of Bylaws. The District President shall hold at least one District meeting each year to promote schools of instruction for Auxiliary Officers, in addition to the District Convention. She acts as a liaison between the Auxiliaries in the District and the Department, and to do whatever may be for the best interests of the Auxiliary. The

District President may conduct an annual Memorial Service in accordance with the Ritual to pay tribute to deceased members.

- 10. DISTRICT PRESIDENTS:** Please complete your inspection reports of Auxiliaries and send to the Department President immediately following the inspection. Please cooperate with your Department Officers and Chairmen. You are the link between Department and the Auxiliaries in your District. It is your responsibility to see that all information reaches them. Please stay in touch with your Auxiliaries after you have done your inspections.
- 11. ALL COMMUNITY SERVICE REPORTS** must be completed and sent to VFW Department Headquarters. Remember to report as soon as you complete your projects. All community Service reports must be kept on file for five consecutive years for IRS purposes.
- 12. ALL SCHOLARSHIP & AWARDS DEADLINES.** Please check the National 2010-2011 Program Book, read and review the information on pages 37-39 concerning all the deadlines for all programs.
- 13. “JUST SAY NO”** Please work on the “Just Say No” program Commander D.J. Alberts sent to Auxiliary Presidents and Post Commanders. Entries are due to Department no later than February 7, 2011.
- 14. AUXILIARY PRESIDENTS.** All Auxiliaries that have achieved 90% in membership by December 15, 2010, will receive an invitation to an afternoon in Winter Wonderland, scheduled for February 5, 2011, and held at Englewood VFW #322, 3800 S Windermere St, in Englewood, Colorado. It is the President’s responsibility to share this invitation with her Treasurer and Membership Chairman, so that all three may attend and participate in the rewards for their hard work.
- 15. VOICE OF DEMOCRACY BANQUET** to be held at Cheyenne Mountain VFW #3917, 4715 Clearview Dr, Security CO 80911, on Saturday, January 29, 2011 at 7:00pm. Cost is \$7.00 per person. Call VFW Department Headquarters for reservations 303-421-1630.
- 16. DEPARTMENT YOUTH AWARDS CARNIVAL** will be held March 12, 2011 at Golden VFW Post #4171, at Noon. Please let chairman, Janet Mills know if you can sponsor a game booth or help in any way.
- 17. PARADE OF PROGRAMS** will be April 2, 2011 in Alamosa, VFW #899. Workshops will begin at 1:00pm.
- 18. COUNCIL OF ADMINISTRATION MEETING** will be April 3, 2011 in Alamosa. Please check the March issue of the Colorado Veteran for the schedule.

BY ORDER OF:

Carolyn Simon

Carolyn Simon, President

ATTEST:

Valorie Fowler

Valorie Fowler, Secretary