

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

General Orders #2

September 2011

**GENERAL ORDERS MUST BE READ AT THE FIRST MEETING FOLLOWING RECEIPT BEFORE BEING FILED FOR REFERENCE.**

- 1. Department President Cindy Anderson's SPECIAL PROJECT is Operation TBI Freedom.**  
Send your contributions to Department Treasurer Colleen Rylant earmarked "Department President's Special Project."
- 2. THIRD QUARTER AUDITS** cover the months of July, August and September and shall be conducted during the month of October (Section 814A, pg. 84 of the Bylaws). A copy of this audit must be mailed to Department Treasurer, Colleen Rylant no later than October 30, 2011.
- 3. DISTRICT AND AUXILIARY PRESIDENTS:** The offices of Treasurer and President must be bonded. The application blank must be completed and returned to National Headquarters. Bond applications will be mailed to the Auxiliary President upon receipt of the Auxiliary Installation Report at National Headquarters. The bond is to be held by the Auxiliary and District President.
- 4. CHANGE OF OFFICERS:** Notify (in writing) National Headquarters at 406 West 34<sup>th</sup> Street, 10<sup>th</sup> Floor, Kansas City MO 64111; Department Treasurer, Colleen Rylant; and Department Secretary, Carolyn Simon of any changes in Auxiliary President, Treasurer or Secretary. Also notify the above if there are any changes in meeting dates, places or times. Remember that these changes require a vote by the Auxiliary and written notice to ALL members (see Section 210 of the Bylaws).
- 5. DISTRICT AND AUXILIARY OFFICERS:** You should have current Bylaws and Rituals. Please have your Treasurer order them from the VFW Store, 406 West 34<sup>th</sup> Street, Kansas City, MO 64111
- 6. PROGRAM REPORT FORMS** are in the Department Program Books. These new forms may be submitted as often as you wish but are required to be submitted by July 1<sup>st</sup>, October 1<sup>st</sup>, March 1<sup>st</sup> and April 15<sup>th</sup>.
- 7. DEPARTMENT CHAIRMEN:** Please send copies of your promotional material to your National Director and Department Program Coordinator, Ann Mauck. Please follow your Director's instructions so our Department can be properly credited.
- 8. AUXILIARY PRESIDENTS:** You shall conduct at least one (1) Business Meeting per month (Section 210). All Department General Orders are to be read at the first meeting after they are received.
- 9. NEW ROSTER:** Check the new roster for correct names and addresses. If you find any mistakes, please send corrections to Department Secretary Carolyn Simon for posting in the Colorado Veteran.
- 10. AUXILIARY TREASURERS:** Please forward dues to the Department Treasurer at least once a week. **DO NOT HOLD THEM...** we need them to go to National as soon as possible so that

we may achieve the membership goals.

11. **WESTERN CONFERENCE** will be held in Ogden, Utah – November 3 to November 6, 2011. See Carolyn Simon, Department Secretary for registration forms.
12. **OCTOBER COUNCIL MEETING** will be October 22<sup>nd</sup> and 23<sup>rd</sup> at VFW Post #2551, 208 W. Beaver, Ft. Morgan, CO 80701.
13. **CANCER, HOSPITAL, HEALTH & HAPPINESS:** You may pay your \$2.00 per member Cancer Aid and Research and your \$0.50 per member Department Hospital per capita to the Department Treasurer at any time now. Your \$0.10 or more per member for Health and Happiness may be sent to Ladies Auxiliary VFW, National Headquarters, 304 W 34<sup>th</sup> St, 10<sup>th</sup> Floor, Kansas City MO 64111. **NOTE:** All three per capita's are based on your June 30, 2011 membership standings as determined by National Headquarters.
14. **COMMUNITY STAND DOWNS:** Stand-downs in your Communities are not Department projects. Any monies or items collected should not be sent to the Department Treasurer. Please remember to vote on the project and report on your Program Report forms.
15. **HOSPITAL REPORTING:** Hospital Chairman Charlotte Lattin has requested that when filling out the Hospital Section of the Program Reports form, you **MUST** indicate if volunteer hours are provided by a VFW Post member or Auxiliary member.
16. **MAKE A DIFFERENCE DAY:** After making one of the Ugly Quilts as described in the Program Book, Dept. President Cindy has offered another option for participating in Make-A-Difference Day. If you do not have the time or materials needed for an Ugly Quilt, you could donate a sleeping bag or warm blanket made into a bedroll and include a hat, gloves and scarf or other personal items wrapped up inside. Any such items brought to the C of A will be donated to the Denver Stand Down, but you can also donate them to a shelter in your area.
17. **AUXILIARY PRESIDENTS:** Department will begin sending dues notices in October. If you **DO NOT** want Department to send notices for you, please notify Treasurer Colleen Rylant by October 1, 2011. If Department sends notices for your Auxiliary, your Auxiliary will be billed for the postage.

BY ORDER OF:

**Cindy Anderson, President**  
Cindy Anderson, President

ATTEST:

**Carolyn Simon**  
Carolyn Simon, Secretary