



Missouri VFW Auxiliary

Visit Guide

2024-2025

The Auxiliary Presidents and members of your District are looking to you for friendship, guidance, and encouragement. Make your visit one that the members were glad you made a visit.

When making your visit:

- **Contact the Auxiliary President prior to your visit.**
 - Prior to your visit, contact the Auxiliary President to let them know you are coming. You do not want to just show up.
 - Find out the correct time and place for the meeting.
 - Ask if they provide a meal. Will it be before or after the meeting?
 - Remind the Auxiliary President that you will need to review the Secretary and Treasurer's books. If the Secretary or Treasurer can not make the meeting, they need to make arrangements to get the books there.

- **Dress Appropriately – Please remember, you are representing your District.**
 - Wear the official blue Auxiliary Shirt or the Department President's shirt
 - If you are invited to an auxiliary event, ask for the appropriate attire.

- **Items to bring with you:**
 - Current National "Bylaws"
 - Current edition of "Roberts Rules of Order"
 - Current National Program Book
 - Current Department Program Book
 - Membership Update
 - Department events and meeting dates

- **Arrive early – "If you are on time, you are late".**
 - Be there early to greet the members as they come in.
 - Smile, stand up straight, reach out to shake someone's hand and introduce yourself.

- **Cell Phone**
 - **Put the cell phone away!!! Only use it if:**
 - Taking a picture.
 - Waiting for an answer to a question.

- **Keep a notebook handy**
 - Don't answer a question you are unsure of. Tell them you will get back to them.

- To write down questions you cannot answer at that moment. Let them know you will get back to them.
 - Write down their name, phone number, and email address so you can get back to them.
- **Be enthusiastic, kind, encouraging and positive**
 - Motivate the members by being excited about our programs and what we do for our Veterans.
 - Share your “why” you joined the VFW Auxiliary.
 - Speak kindly. Don’t speak down to them. You are no different than they are.
 - Encourage them to use all the resources provided by National and Department. Websites on both have a lot of information.
 - Make your remarks positive. If you need to correct a mistake, do it in private not in front of everyone.
- **Listen to the Members**
 - If there are concerns of the members, you need to address them. There may be ones you can handle. If not, you need to discuss them with the Department President.
 - Your job is to get the Auxiliary the help they need if they are having problems. This is when the Department President will get involved.
- **Always say “Thank you”.**
 - Thank the members for the continued support of our Veterans.
- **Sign the Secretary and Treasurer’s Books**
 - The District President is to review the Secretary and Treasurer’s Books to make sure they are done according to the Bylaws.
 - Secretary’s book – sign and date once you have checked the following:
 - Includes the minutes, the Treasurer’s Report and Audit Report.
 - Do the minutes include motions in the minutes with who made the motion and who seconded it?
 - Are the minutes signed by the Trustees at the time of the Audit?
 - Treasurer’s books sign and date each only after checking the following:
 - Treasurer’s Ledger/Report – do they have a column for:
 - General Fund
 - National and Department dues
 - Relief Fund
 - Is it readable?
 - Checkbook – does it match with the last audit?
 - Bank Statements – are they included?

