

Missouri VFW Auxiliary Visit Form

Auxiliary No.: _____	District: _____	City: _____	
Presiding Officer: _____	Date of Visit: _____	Rev 2024	

Auxiliary Information - Auxiliary EIN # _____	Is the Auxiliary Incorporated? Yes ___ No ___
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1. How many business meetings are held during the year? _____	Average number of members attending: _____
2. What type of meeting is held? Traditional, Contemporary or Round Table	
3. Does the Auxiliary hold a Bingo? _____ Are they bonded and by whom? _____	

Office of President	Yes	No
1. Makes sure that all officer changes are sent to the Department Secretary?		
2. Has a copy of the current Bylaws?		
3. Follows the Order of Business according to the National Ritual?		
4. Downloads the Department Promotional Material from the website and distributes them to the Chairmen immediately? (Not at the time of the meeting.)		
5. Works with Treasurer to ensure deceased members are kept up in MALTA.		

Office of Secretary	Yes	No
1. Does the Secretary read the Minutes of the previous meeting, or have they been printed?	Reads	Prints
2. Are the Secretary's minutes kept according to the Booklet of Instructions? (Pages 11-15)		
3. Is the Treasurer's report incorporated in the Secretary's minutes and a copy in the Secretary's book?		
4. Is the Audit report incorporated in the Secretary's minutes and a copy in the Secretary's book?		
5. Are the books of the Secretary audited according to the Bylaws and signed by the Trustees?		
6. If the minutes were recorded, was permission asked prior to the start of the meeting?		
7. Is official communications read from National and Department?		

Office of Treasurer	Yes	No
1. Does the Treasurer read the Treasurer's report or was it printed?	Reads	Prints
2. Are the Treasurer's books kept according to the Booklet of Instructions? (Pages 18-20)		
3. Has the current 990 taxes been filed with the IRS and a copy sent to the Department Treasurer?		
4. Does the Auxiliary hold recruiting events?		

Office of Trustees	Yes	No
1. Are all funds audited (i.e. Kitchen, Bingo, etc.)?		
2. Are all books signed by the Trustees performing the audit?		
3. Is the quarterly audit read by the Trustees and acted upon at the meeting?		
4. Date of last Audit		

Auxiliary Chairmen 1. Which VFW Auxiliary programs does this Auxiliary do? (Circle each one) Americanism Auxiliary Outreach "Buddy"® Poppy/National Home Historian Hospital Legislative Membership Scholarships Veterans and Family Support Youth Activities
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Please give honest, unbiased answers to the above questions. You may use the back, as necessary.

Your Comments, Matters of Concerns, etc. _____

I find this Auxiliary in good working order. Yes: _____ No: _____

Signature of District President/Inspecting Officer

Signature of Auxiliary President

Instructions to District President: (1) Sign both the books of the Secretary and the Treasurer indicating the date you visited.
 (2) A copy of the Auxiliary Visit Form is emailed to: Department President, Treasurer, Chief of Staff and a copy is left with the Auxiliary President or emailed within 7 days of visit. An expense voucher must be emailed/mailed to Department President and Department Treasurer within 30 days of visit.