

Missouri VFW Auxiliary 2025-2026 School of Instructions

8:00 am	Registration, Packet pick-up, Shirts & Pins, and Breakfast	
9:00 am	Welcome, Pledge, Prayer and Introductions – officers, chairmen, PDPs	Department President Patti Burge
9:15 am	Breakout Sessions <ul style="list-style-type: none"> • Secretary/Treasurers • Audits & Trustees • Auxiliary Presidents • Malta Signup 	Various Instructors
10:15 am	Program Chairmen Training <ul style="list-style-type: none"> • What to do as a Chairman? • Website and Reporting 	Department President Patti Burge
10:45 am	Break	
11:00 am	Programs <ul style="list-style-type: none"> • Veterans & Family Support • Americanism • Auxiliary Outreach • “Buddy”® Poppy/National Home • Extension & Revitalization • Historian • Hospital • Legislative • Scholarships • Youth Activities 	Department Chairmen
12:00 pm	Lunch – Prayer	
	First Time Attendees	
12:45 pm	Continue with Programs <ul style="list-style-type: none"> • Membership • Filling out an Application • Deceased Members 	Membership Chairman/Treasurer – Jackie Davis
1:15 pm	Parliamentary Procedures <ul style="list-style-type: none"> • How to manage a motion • When to use the gavel 	Department President Patti Burge
1:30 pm	What to do when an officer resigns?	Various Officers
2:00 pm	Using Technology <ul style="list-style-type: none"> • Emails • Scanning documents • Video or teleconferencing 	Past Department President - Amy Jo Lett
2:30 pm	Sharing of projects	
2:45 pm	All State Auxiliary qualifications	Department President Patti Burge
2:50 pm	Questions	
3:00 pm	Closing of School of Instructions	

The agenda is subject to change.