

Department of Missouri – Auxiliary Visit Form

Rev. 06/2026

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

Please give honest, unbiased answers to the questions below. You may use the back, as necessary.

Auxiliary Information		
1. Auxiliary EIN# _____	Is the Auxiliary Incorporated? Yes ____ No ____	
2. How many business meetings are held during the year? _____	Average number of members attending: _____	
3. What type of meeting is held? (Circle One) Traditional Contemporary Round Table		
4. Are the offices of President and Treasurer bonded for 1.25% of the Auxiliary funds by July 30? Yes ____ No ____		
5. 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 Promotional Material from the Department Website and distributes materials to the Chairmen immediately? (Before the meeting; not at the time of the meeting.)		
5. Works with Treasurer to ensure deceased members are kept current in MALTA.		
Office of Secretary	Yes	No
1. Does the Secretary read the Minutes of the previous meeting, or have they been printed? (Circle One)	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? (Circle One)	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 that performed the audit?		
3. Is the quarterly audit read by the Trustees and acted upon at the meeting?		
4. Date of last Audit _____	Enter Date →	
Auxiliary Chairmen		
1. Which VFW Auxiliary programs does this Auxiliary do? (Circle each one)		
Americanism	Historian & Media Relations	Membership
"Buddy"® Poppy	Legislative	Hospital
Extension & Revitalization		
	VFW National Home	Veterans & Family Support
	Scholarship	Youth Activities

Your Comments, Matters of Concerns, etc. _____

Auxiliary in good working order. Yes ____ No ____

Signature of District President/Inspecting Office _____

Signature of Visiting District Officer with District President _____

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) Give the original copy to the Auxiliary President. (3) Email a copy of the Auxiliary Visit Form to: Department President, Treasurer, and Chief of Staff within 7 days of Auxiliary visit. An expense voucher must be emailed/mailed to Department President and Department Treasurer within 30 days of visit.