

# Roster Change Form

**(For Presidents, Secretaries and Treasurers only)**

This form MUST be sent to the Department Secretary when there is a change of name, address, phone number, or email for the District/Auxiliary President, Secretary, and Treasurer. Also, for a change in the place and time of the meetings.

Please PRINT or TYPE the information clearly. You can email [vfwauxdeptmo@gmail.com](mailto:vfwauxdeptmo@gmail.com), fax (636-338-4212) or send this information.

**Jackie Davis**  
**MO VFW Auxiliary, Secretary**  
**3849 Hwy 47 W**  
**Troy, MO 63379**

Check below the change you are making:

Change in Auxiliary Time: \_\_\_\_\_ Change in Meeting Place: \_\_\_\_\_

Write any changes in meeting time or place below:

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Change in Auxiliary Officer: \_\_\_\_\_ Change in District Officer: \_\_\_\_\_

Auxiliary \_\_\_\_\_ District \_\_\_\_\_

President: \_\_\_\_\_ Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

Name: \_\_\_\_\_ Auxiliary ID NO: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

In order for a change in Treasurer, the Auxiliary President must send a letter to the Department President. She will then send a letter to National to recommend the change. National will respond with a letter to the Department President and the Auxiliary President. That letter is to be used to make the change in the Treasurer at the Bank.