



## Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

### What Your Auxiliary Needs to Do:

### Deadline:

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| Election of Officers, and Delegates and Alternates.  | ○ April 30  |
| Installation Report forwarded to Department and National Headquarters.   | ○ June 30   |
| Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.                  | ○ August 31   |
| Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.   | ○ Within 30 days of assuming the office of President  |
| District Dues - Based on June 30 membership of prior year. (If applicable.)  | ○ September 30  |
| Audit Reports<br>Period 1/1 – 3/31 completed by 4/30<br>Period 4/1 – 6/30 completed by 7/31<br>Period 7/1 – 9/30 completed by 10/31<br>Period 10/1-12/31 completed by 1/31 | ○ Approved Audit to Department Treasurer<br>Period 1/1 – 3/31 due by 5/31<br>Period 4/1 – 6/30 due by 8/31<br>Period 7/1 – 9/30 due by 11/30<br>Period 10/1-12/31 due by 2/28 |
| Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.   | ○ See the National Program Book and your Department Program Book for deadlines.   |
| Minimum of ten members paid in order to maintain charter.  | ○ February 1 of the current year  |
| Hold at least ten business meetings per year.  | ○ Between July 1 and June 30  |