Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

Preparation	VFW Auxiliary President Duties	District President Duties
Prior	Coordinate with District President to schedule a	Initiate scheduling process with the VFW
to	date and time for the Official Visit. Confirm any	Auxiliary to attend a regular business meeting.
Official Visit	meals and if any guests are coming.	Inform the VFW Auxiliary of any guests or
		special needs.
	Current National Bylaws, Robert's Rules of	Current National Bylaws, Robert's Rules of
	Order, current National and Department	Order, current National and Department
	Program Books, current Department	Program Books, current Department
Being	communications, President's and Treasurer's	communications, President's and Treasurer's
Prepared	Bond, roster of VFW Auxiliary Chairmen,	Bond, roster of Department and District
	meeting agenda and pen/paper for notes.	Chairmen, meeting agenda, and pen/paper for
		notes. Three (3) copies of Official Visit Report
	Make sure that the room is set with the U.S.	Form.
Mooting	Flag, Banner, Patriotic Flag, altar cloth, Bible and	Sit to the right of the VFW Auxiliary President.
Meeting Room	chairs for the meeting.	
KOOIII	Have an agenda/order of business to ensure the	Follow along with the agenda to ensure that
	meeting is conducted according to the Ritual.	the meeting is conducted according to the
Agenda	Have the gavel present as an emblem of	Ritual. Make notes on programs covered, etc.
& &	authority, but use it according to the Ritual and	Have comments. Be brief but truthful and
Gavel	with discretion.	complimentary. Always let the membership
		know how important they are. Have talking
		points on upcoming dates, events and
		programs.
	It is the President's duty to see that the	Sign and date each set of books after
Books	Secretary's and Treasurer's books are available	reviewing: Signatures of Trustees of audited
of	for review. Must have available a copy of the	books; incorporation of Treasurers report(s)
Secretary	last 990 and any other state or local filings.	and audit(s) into minutes by the Secretary;
and	Copies of President's and Treasurer's bonds and	proof of a bond for the President and
Treasurer	copies of audits are to be incorporated into the	Treasurer in the Secretary's minutes and/or
	Secretary's minute book.	record book.
	If a Chairman is absent, have a report given on	Listen to each report, noting strengths and
Chairmen's	that program and describe the VFW Auxiliary	weaknesses. When called upon to comment,
Reports	participation.	offer suggestions and encouragement.
A.C:		Offering a solution will lead to progress.
After	Make sure the District President has what	Complete Official Visit report and give a copy
the	he/she needs in order to complete the Official	to both the VFW Auxiliary and Department.
Meeting	Visit report.	Be honest. Report any concerns.