

Department of Arizona VFW Auxiliary District President
Council of Administration Report Form 2019-2020

District____ Presidents Name_____ Date_____

*****PLEASE PROVIDE A SIGNED TYPED COPY TO THE DEPARTMENT PRESIDENT AND SECRETARY AT LEAST ONE WEEK PRIOR TO THE COUNCIL OF ADMINISTRATION MEETING*****

Verbal Report

Have there been any changes to upcoming District Meetings? Date/Time/Location

Have you scheduled any special training sessions with the auxiliaries in the District?

Report any trainings that have been held

List any upcoming special events that have been scheduled for your District

*****PLEASE NOTE*****

Auxiliary events are reported at District meetings, not at Department Council of Administration Meetings. Upcoming Auxiliary events should be forwarded to the Media Relations chairman Sheila Shutts at shutts@citilink.net to be placed on the Department website events page.

Written Report

Have all auxiliaries in your District received the program guide and roster?

Have all auxiliary Inspections been scheduled?

How many have been completed?

Have copies of the inspection been sent to the President and Secretary?

Are the auxiliaries working their programs?

Are you tracking Auxiliary donations list in your District?

Do you have current email contact for each President-Secretary-Treasurer in your district?

Are you as District President mentoring your District Sr. Vice?

Are you including your Sr. Vice on inspections and correspondence?

Are you aware of any auxiliary within your District facing any challenges that the Department President should be aware of?