



Auxiliary
Making a Difference

State Department of Wisconsin



TRAINING

Important Phone Numbers

Bereavement Counseling	1-202-461-6530
Civilian Health and Medical Program (CHAMPVA)	1-800-733-8387
Education	1-888-442-4551
Federal Recovery Coordination Program	1-877-732-4456
Foreign Medical Program	1-877-345-8179
Headstones, Markers, and Medallions Dept. of Veterans Affairs	1-800-697-6947
Health Care	1-877-222-8387
Homeless Veterans Help Line	1-877-424-3838
Home Loans	1-888-827-3702
National Cemetery Scheduling Office	1-866-900-6417
Presidential Memorial Certificate Program	1-202-632-7300
Special Health Issues	1-800-749-8387
Spinal Bifida/Children of Women Vietnam Veterans	1-888-820-1756
Telecommunication Device for the Deaf (TDD)	1-800-829-4833
VA Benefits	1-800-827-1000
VA Caregiver Support	1-855-260-3274
VA Life Insurance Service	1-800-419-1473
VA Pension Management Hotline	1-877-294-6380
VA Vet Center Call Center	1-877-927-8387
Veterans Crisis Line	1-800-273-8255
White House VA Hotline	1-855-948-2311

Important Websites

Burial and Memorial Benefits	www.cem.va.gov
Caregiver Support	www.caregiver.va.gov
CHAMPVA	www.va.gov/communitycare/
Education Benefits	www.va.gov/education/
Health Care Eligibility	www.va.gov/health-care/
Life Insurance	www.benefits.va.gov/insurance/
Memorial Certificate Program	www.cem.va.gov/pmc.asp
Mental Health	www.mentalhealth.va.gov
My Healthe Vet	www.myhealth.va.gov/mhv-portal-web-home
National Resource Directory	https://nrd.gov
Prosthetics	www.prosthetics.va.gov
Records	www.archives.gov/personnel-records-center/military-personnel
Returning Service Members	www.oefoif.va.gov
State Departments of Veterans Affairs	www.va.gov/statedva.htm
Women Veterans	www.womenshealth.va.gov
VA Forms	http://www.va.gov/vaforms/
VA Home Page	www.va.gov
VA MISSION Act	https://missionact.va.gov
VA Vet Centers	www.vetcenter.va.gov
Veteran Employment and Training	www.dol.gov/agencies/vets

Duties of Unit Commanders

By Julie Hert, DAV Auxiliary State Commander

1. Preside and maintain order at all Unit meetings.
2. Be Chairperson of the Unit Executive Board.
3. Countersign all checks with the Treasurer.
4. Give membership initiation to all new members.
5. Appoint Chairpersons of all committees within 30 days after election.
6. Cosign all warrant/voucher/check requests.
7. To display the Unit Charter at all regular business meetings

National Constitution and Bylaws, Standard State Department Bylaws, Standard Local Unit Bylaws and Rituals of the DAVA. As amended by Orlando, Florida National Convention August 3-6,2019.

Suggested Best Practices to ensure Unit Commander success

The above are official duties as approved in 2019 by our National DAVA organization. What follows next is some simple suggestions that may assist Units in their growth, development, and proficiency.

- Review and approve membership plan developed by the Unit Senior Vice Commander.
- Have a working budget developed to assist planning and coordinate spending patterns in the calendar year.
- Coordinate with Unit Adjutant and ensure all line Officers receive training, resources, and orientation to their positions.
- Coordinate with Adjutant and possible Immediate Previous Commander (IPC) and develop a calendar for the coming year based on the Units battle rhythm.
- Mentor junior Officers and Unit members while being able to identify those who have the potential to move forward within the organization.
- As the Unit Commander, you are the face of the DAV Auxiliary to the local community. Whenever possible use potential opportunities to share our story and mission. Recognize that you are a role model and

that one is required to conduct themselves in the highest standards aligned with the principles of the organization.

- Maintain lines of communications between the Unit and Chapter. Whenever possible look for opportunities to collaborate and support their mission. Together we make a difference in the lives of Veterans.
- Communicate with State Auxiliary leadership in the event of questions or challenges. The State Auxiliary is there as a resource to promote and ensure the success of Units.

MEMBERSHIP

By Frank Woiak, III, State Senior Vice Commander

Hello everyone!

I hope everyone is doing well. I'd like to touch base on membership. I have some ideas to share.

One thing I suggest is that you do fliers and go around the area you live in (remember – it has to be in your unit parameters) and ask places if you can hang them.

When you are hosting a brat fry or Forget-Me-Not drive, always have membership applications with you. Explain what we do for the veterans and tell them about the eligibility.

If you ever have questions on membership email me at fnwoiak1029@gmail.com and I will be more than happy to help with any questions.



2020-2021 Membership Recruiter Incentives

Increasing membership is imperative to our continued efforts of meeting the needs of our veterans and their families. MEMBERSHIP is vital to fulfilling our organization's mission of service.

DAV Auxiliary members are compassionate and the heart and soul of the organization!

Quarterly Drawings held December 31, March 31, and June 30
for
Jacket/T-shirt/hat bundle with DAV Auxiliary logo, plus \$50!

Bonus Recruiter Drawing!



July 1 – Names of **two** recruiters who have signed up five or more new paid members will be drawn to receive \$250 each

(Pictured National Membership Chairman, Darlene Spence)



Recruit one new member with a minimum down payment of \$20 for a chance to win!
Don't forget about Junior life members! The more you recruit, the better your chances!

Share the incentive news and encourage others to sign up new members for a chance to win these awesome prizes!

Life membership rate is \$250.

A \$20 down payment starts a new life membership with an indefinite period of time to pay the balance. Options are available for automatic withdrawal for monthly or quarterly payments.

[Visit our webpage to sign up.](#)

Remember: Membership is complimentary for those 80 years of age and older and for Juniors through age 17.

Families are encouraged to start a life membership for junior members with a \$20 down payment.

Junior Activities

By Wanda Brewer, State Junior Vice Commander

Hello,

To all my fellow auxiliaries, I pray that you're in good health and spirits.

Fall and winter season has arrived so we want to encourage all the units to get their juniors involved with the wellness checks on our chapter and unit members. Juniors can assist by making cards to pass out to veterans upon their arrival at the VA medical centers as well as sending cards for upcoming holiday season. Even get well cards to those recovering from illness.

Recently, Unit 44's juniors assisted with a Forget Me Not event. It was a great teaching tool and learning experience for our juniors.

Hinsdale University offers a free online course, The Constitution 101. With Parental/Guardian Approval, juniors can enhance their virtual learning experience.

https://www.hillsdale.edu/?utm_source=google&utm_medium=cpc&sc=MK718PP1&gclid=EALalQobChMlxur_3c-P6glVSrzACh01NAmUEAAYASAAEgL6NvD_BwE



**MAKING A
DIFFERENCE**

Judge Advocate

By Rose William, PSC and State Judge Advocate

Standing Rules

What should be in Unit Standing Rules?

1. The name of the Unit, when and where meetings are held and what months they are not held.
2. When is the election of Unit Officers and SEC Delegate and Alternate? What month are they elected and what month are they installed.
3. Will the Unit pay any expenses for State Convention and Conference? When are the delegates for the State Convention elected? Does the SEC and Alternate (if attending) have to give a report to the Unit?
4. Will the Treasurer be allowed to pay any bills without Unit approval? Example: Unit Mandates. The Hospital Mandate may be taken from the Hospital Fund, the balance of the Mandates from the General Fund.
5. Will the Unit fill out all reports? This should be a collaborative effort of Unit members, not one person's job, with the exception of the Annual Financial Report that is to be filled out by the Unit treasurer. REMEMBER, THE MAE HOLMES IS A MANDATORY REPORT AND HAS TO BE FILLED OUT!!!!
6. Does the Unit want to state any donations and a specific amount? It is a good idea to state that all donations are contingent upon the amount of money in the Unit Funds.
7. Miscellaneous: Will the Chaplain send cards for illness, distress and joy? Is there a specific amount the Unit wants to send as a memorial upon the death of a Unit member?
Will the Commander be the Unit's representative at parades, Community functions, etc.?
Postage: Who gets reimbursed for postage and what kind of postage.
Will the Unit have a history book?
Will the treasurer order new National Bylaws and Constitution books, how many? Will the Unit pay for them or will members reimburse the Unit?
Who will represent the Unit at DAVA outreach functions such as: parades, fairs, special events?

The Unit can reserve one meeting to create their Standing Rules or revise them. The Standing Rules should be reviewed every year, even if there are not any changes. If changes are made, please see below.

After the Standing Rules are recorded by the Unit adjutant and approved by the Unit, the Unit Commander should sign them and the Unit Adjutant mails copies to the State Adjutant and State Judge Advocate. They do not get sent to National Headquarters!

What does not go into Unit Standing Rules: ANYTHING THAT IS IN THE NATIONAL CONSTITUTION AND BYLAWS, THIS IS OUR "BIBLE"! ANYTHING ALREADY COVERED IN THE STATE STANDING RULES.

These are suggestions of what you may want in your Unit Standing Rules. If you want or need any help, please do not hesitate to contact me!

Chaplain

By Linda Gresbach, PSC and State Chaplain

The State Chaplain position offers a special and unique way to serve this organization. It is appointed by the Commander and can be considered to be the spiritual leader of the Auxiliary. The Chaplain is aware that there are different religions among the members. When offering prayers or guidance the Chaplain can give them in a non-sectarian manner thereby respecting everyone's beliefs.

As Chaplain, the alter cloth, Bible and stand are in your possession. These items are to be brought to the State Convention and State Fall Conference.

At the beginning of each meeting the Chaplain opens the Bible and gives a prayer. When the meeting ends a prayer is offered and the Bible is closed.

Another duty as Chaplain is sending out greeting cards to the members for various reasons. When a member passes away it is especially important to send a card to the spouse and family during this difficult time. It is very important to notify National Headquarters of the death as soon as possible.

Sympathy cards are not the only type of card sent out. Any special occasion – birthday, congratulations, anniversary, get well, etc. can be acknowledged as well. A greeting card is a very caring, yet easy way to brighten someone's day.

It would also be a good idea to have a variety of cards at the State Convention and Conference. This way the cards can be signed by everyone before they are sent out.

At State Convention the Chaplain is responsible for setting up a memorial display. It will include the names of DAV and DAVA members that passed away the previous year. It is to be decorated in an appropriate manner that respectfully honors the department members.

The duties described here make the Chaplain position a wonderful opportunity to reach out to members, to offer prayers as needed, and to stay focused on our mission of helping veterans and their families.

Examples of Greeting Cards

Thinking of you

Good luck

Happy Anniversary

Congratulations

Sympathy

Happy Birthday

Get Well





State Department of Wisconsin

Dear DAV Chapters and DAV Auxiliary Units:

The DAV Auxiliary Department of Wisconsin kindly requests that you fill out and submit the form below when you have been notified that a member has passed away.

We hope this helps to alleviate the burden of the next of kin contacting necessary entities when they are already dealing with so much. We also would like to acknowledge their membership with DAV and/or DAV Auxiliary by sending our condolences.

Please make as many copies as needed. We appreciate your assistance in this matter.

Name of Chapter/Unit: _____

Chapter/Unit Contact (including title): _____

Name and Address (if known) of Deceased:

Next of Kin Address (if known):

Upon completion, please submit to:

ggresbach@charter.net

Linda Gresbach

DAV Auxiliary State Chaplain

E1560 McCrossen Rd.

Waupaca, WI 54981

715-258-3790

The Adjutant

By Patty Davis, PSC and State Adjutant

So, you have been appointed to the position of unit Adjutant. Now what?

The Adjutant is responsible for keeping the unit's records and managing the official correspondences of the unit. The Adjutant shall keep detailed records of action taken at the unit's meetings. All motions considered by the unit shall be recorded along with the names of the members making such motions. The minutes shall indicate that the motion had a second and that discussion followed. It shall be recorded in the minutes whether the motion passed by majority or was rejected. Should the motion fail to have a second, it is so recorded by state the motion did not have a second; therefore, the motion failed. Any corrections made to the minutes of the prior meeting shall be recorded in the minutes of the meeting when they are corrected. The minutes of all Executive Board Meetings must be read at the next regular meeting of the unit for approval by the unit.

The Adjutant is responsible for notifying all auxiliary members of a meeting to hold annual nominations and elections. The notice shall specify that this will be the subject of the meeting, when the meeting will be held, time the meeting will be held, and where the meeting will be held. The adjutant shall notify all life members at least ten (10) days prior to the annual nominations and/or elections. This is also true of any special meetings. A special meeting shall indicate what subject is to be discussed and no other business may be brought before the membership.

- The Adjutant shall make the unit minutes and records available to members upon request.
- Shall furnish state headquarters with the names of state convention delegates/alternates.
- Shall furnish national headquarters with the names of national convention delegates/alternates.
- Shall submit the unit officer report form within ten days following installation.
- Submit the unit financial report no later than September 30.

- Maintain an updated membership roster and notify state and national headquarters of any changes, including addresses, returned mail, deceased notices, etc.
- Send a copy of confirmation of filing IRS Form 990-N e-Postcard or a copy of the appropriate Form 990 based on income to State and National Headquarters.

Responsibilities of the Issuance of a Unit Check

- The Unit Adjutant initiates and signs the Warrant/Voucher/Check Request for a check (warrant/voucher/check request).

You might be reading this information and thinking **WOW – I CAN'T DO THIS!** You are wrong!! Every member has the ability to be the unit Adjutant. The Adjutant work is all about teamwork. Minutes that are taken do not have to be verbatim. Remember, you can't record a meeting without each member given their verbal authorization to be recorded. Minutes are so important because they justify all actions taken within the unit. You never know when the minutes will have to be referenced, so be as accurate as possible.

When sending in the officer and financial report, please remember to look at the bottom of each form to ensure that you are sending them to the correct place. Remember – DAV and DAV Auxiliary State Headquarters are **NOT** the same location! DAV State Headquarters is located in De Pere, and DAV Auxiliary State Headquarters is located in South Milwaukee. When in doubt, please call first to make sure that the information is being sent correctly.

Each year, the State Adjutant completes a roster of state and unit officers, chairmen, and appointees. This roster cannot be done without receiving the unit officer reports first. We know that this year the pandemic has caused a lot of havoc and units aren't meeting. We have sent a shortened version of the roster until we can get all units safely meeting again. Please be patient. This is a new situation and we have to work together.

If you ever have questions, please reach out! We are all here to help and support each other. I can be reached at davauxiliary.wi.il@gmail.com or 414-731-1312.



By Ann Glende, State Treasurer

The Treasurer shall be the custodian of the unit funds. All monies from any activity of the unit shall be turned over to the Treasurer and shall be deposited by the treasurer within thirty days. The Treasurer shall distribute funds approved by the unit upon receipt of a signed voucher. The Treasurer shall also ensure the safeguarding of funds against unauthorized loss or use.

It shall be the responsibility of the Treasurer to:

- Keep a system of accounting that indicates income and disbursements and reconcile the accounts each month.
- Preserve all receipts and vouchers for any payments made and shall render a report of the receipts and expenditures at each general meeting.
- Submit the appropriate annual 990 report to Internal Revenue Service.
- Submit all records for a review prior to the installation of a newly elected Treasurer. A complete audit must be performed yearly and the annual financial report sent to the state and national organization.

Responsibilities of the Issuance of a Unit Check

- Upon receipt of the properly authorized and signed request for a check, the Unit Treasurer shall prepare and sign the check.

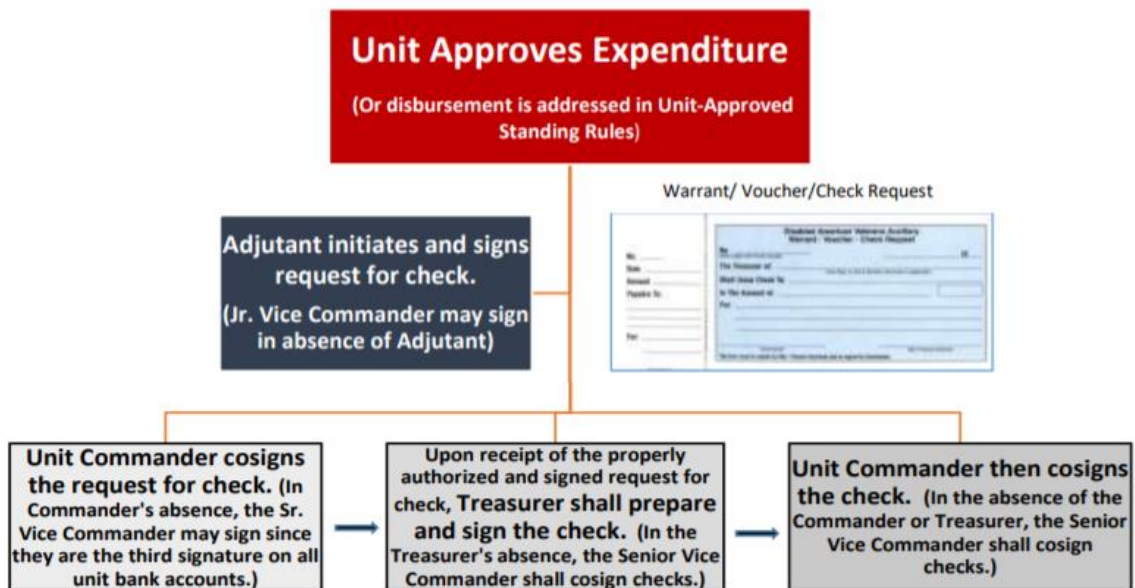
The annual financial report is due each year no later than September 30. The financial report period is always July 1 through June 30. If a unit does not complete and submit the financial report they are considered indebted and may not have a voice or vote at a state convention!!

Unit Warrants/Vouchers/Check Requests

The national bylaws provide for the proper procedure when issuing checks from unit accounts.

Unit funds may only be expended upon approval of unit members at a regular business meeting unless otherwise specified in Unit Standing Rules.

Procedure —



Debit and/or Credit Cards may not be used

Reference: Disabled American Veterans Auxiliary National Constitution and Bylaws, Unit Section, Article XI, Sections 1 - 4

# _____ Date _____ Amount _____ Payable to: _____ _____ _____ For _____ _____ _____	<div style="text-align: center;">Disabled American Veterans Auxiliary Warrant / Voucher / Check Request</div> # _____ 20 _____ <small>(Must Agree with Check # Issued)</small> The Treasurer of: _____ <small>State Department or Unit & Number (whichever is applicable)</small> Shall Issue Check To: _____ In The Amount Of: _____ For: _____ _____ _____ _____ _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Commander _____ Adjutant/Finance Chairman </div> Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.
# _____ Date _____ Amount _____ Payable to: _____ _____ _____ For _____ _____ _____	<div style="text-align: center;">Disabled American Veterans Auxiliary Warrant / Voucher / Check Request</div> # _____ 20 _____ <small>(Must Agree with Check # Issued)</small> The Treasurer of: _____ <small>State Department or Unit & Number (whichever is applicable)</small> Shall Issue Check To: _____ In The Amount Of: _____ For: _____ _____ _____ _____ _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Commander _____ Adjutant/Finance Chairman </div> Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.
# _____ Date _____ Amount _____ Payable to: _____ _____ _____ For _____ _____ _____	<div style="text-align: center;">Disabled American Veterans Auxiliary Warrant / Voucher / Check Request</div> # _____ 20 _____ <small>(Must Agree with Check # Issued)</small> The Treasurer of: _____ <small>State Department or Unit & Number (whichever is applicable)</small> Shall Issue Check To: _____ In The Amount Of: _____ For: _____ _____ _____ _____ _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ Commander _____ Adjutant/Finance Chairman </div> Must be signed by Adjutant/Finance Chairman and co-signed by the Commander.

Mae Holmes Outstanding Unit

By Rose Williams, PSC and MHOU Chairman

The Mae Holmes Report is an annual report that is MANDATORY by National and State Headquarters!

The report should be the last report filled out at the end of the fiscal year as it is a culmination of the other annual reports. For this reason, I suggest filling out the other reports and all your information will be readily available for the Mae Holmes report. National and State Headquarters want to know what our members do and filling out all the forms shows what our Units are doing, and all Units should be proud of their accomplishments!

Please remember to use the correct form. The form is easy to fill out. Please fill out the heading of the report with the correct information, including the correct name of your Unit. Please remember on Lines 5 and 6, if the total donations are \$1,000 or above, the report for that specific line must be attached to the Mae Holmes report. Please do not attach the attachment to the reports, just the reports!

As always if you have any questions or concerns about the report, please feel free to contact me, I am here to help!



AUXILIARY UNIT BUSINESS MEETING

National Fall Conference

The Basics:

- ✓ Hold at least four (4) regular business meetings per year at a time and place set by vote of the unit.
- ✓ Four (4) Senior members constitutes a quorum. One member present must be the Unit Commander or a Unit Vice Commander. **No quorum?** Take advantage of your time to brainstorm and share ideas about DAVA's mission.
- ✓ Regular business meetings must be conducted in accordance with the Ritual except where it is necessary to dispense with in order to expedite business.
- ✓ It is the duty of all Officers to attend each meeting of the Unit. In case of the inability of any Officer to attend a meeting, notice should be given to the Commander, and an arrangement made for all pertinent books and papers in the possession of said Officer to be made available for to the meeting.
- ✓ If a Chair Officer is absent, the presiding Officer can designate a member to fill the chair.

Opening Ceremony of a Regular Business Meeting:

Reference: National Constitution and Bylaws

- ∞ Meeting called to order by the Unit Commander or highest ranking officer
- ∞ The chaplain invokes the blessing
- ∞ The Patriotic Instructor or designee will lead the "Pledge of Allegiance"
- ∞ The Senior Vice Commander gives the purpose of the DAV Auxiliary
- ∞ The Junior Vice Commander gives the eligibility for membership in DAV Auxiliary
- ∞ The Commander announces the meeting open for any business
- ∞ The Adjutant will call the roll of officers

Order of Business:

Reference: National Constitution and Bylaws

1. Vote on Transfer members
2. Introduction of Visitors
3. Introduction of new members. Initiation ceremony, if applicable, may follow.
4. Reading of Minutes
5. Treasurer's Report of Receipts and Disbursements
6. Reading of Bills and Communications
7. Sickness and Distress
8. Report of Committees
9. Unfinished Business – Address topics of discussion from a previous meeting that were unresolved or required more research.
10. New Business – Introduction of new discussion topics to come before the body such as projects, expenditure approval, etc. Remember, without unit body approval, no projects or expenditures can be approved.
11. Money March
12. Remarks for the good of the Organization
13. Closing Ceremony

Closing Ceremony:

Reference: National Constitution and Bylaws

- ∞ The Commander announces that the business has been completed
- ∞ The Commander requests members to face the east in devoted memory of departed Comrades
- ∞ The Commander requests members to face the flag and hand salute
- ∞ The Commander requests members to face the Altar
- ∞ The chaplain gives the closing prayer
- ∞ Meeting is adjourned – Commander announces the date of the next meeting

Always:

- ∞ Be respectful of the Chair and all in attendance.
- ∞ Keep personal disagreements or conflicts out of the business meeting.
- ∞ Welcome and include new members.
- ∞ Have an open mind to new ideas or projects of benefit to veterans and their families.
- ∞ Encourage youth membership and activities to instill patriotism and develop leadership qualities.
- ∞ Remember the mission of our organization.

