

## Sample Auxiliary Minutes Worksheet

### Auxiliary Minutes Worksheet

Date: \_\_\_\_\_

The regular meeting of the \_\_\_\_\_ VFW Auxiliary No. \_\_\_\_\_ was held at \_\_\_\_\_ hall at am/ pm. The meeting was conducted by President \_\_\_\_\_ with \_\_\_\_\_ members in attendance.

**Opening Services** were conducted according to the Ritual and the following Officers were absent:

**Escort of Guest** - (National, Department, or District Representative)

**Reading & Referring of Petitions for Membership-**

**Initiation of New Members -**

**Presentation of Minutes and Official and Other Communications** - (Manner of presentation is by the vote of the Auxiliary - See Section 812)

**Treasurer's Report** -(Manner of presentation is by the vote of the Auxiliary - See Section 813)

**Presentation of Bills -**

**Introduction of other Guests** (Non-Auxiliary Member Guests)

Reports of Committees

**Chaplain** - reported

\_\_\_\_\_ Get Well

\_\_\_\_\_ Sympathy

\_\_\_\_\_ Thinking of You

\_\_\_\_\_ Food for Bereaved family

\_\_\_\_\_ Bibles

\_\_\_\_\_ Memorial Donations

\_\_\_\_\_ Funerals Attended

\_\_\_\_\_ Hospital visits made

**Veterans & Family Support** - Chairman \_\_\_\_\_

**Americanism** - Chairman \_\_\_\_\_

**Auxiliary Outreach** – Chairman \_\_\_\_\_

**"Buddy"® Poppy & National Home** - Chairman \_\_\_\_\_

**Historian & Media Relations – Chairman** \_\_\_\_\_

**Hospital – Chairman** \_\_\_\_\_

**Legislative – Chairman** \_\_\_\_\_ reported on the up-to-date priority goals.

**Membership – Chairman** \_\_\_\_\_

**Scholarships - Chairman** \_\_\_\_\_

**Youth Activities - Chairman** \_\_\_\_\_

**Other Appointed/Special Events Chairman (i.e., Ways and Means)**

**Audit Report - Motion by** \_\_\_\_\_ <sup>2nd</sup> **by** \_\_\_\_\_ **to**  
accept the Audit report as read - Motion carried.

**Unfinished Business –**

**New Business (Draping of the Chatter, Election of Officers, etc.)**

Motion by Member \_\_\_\_\_ <sup>2nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_  
motion *carried or failed*

Motion by Member \_\_\_\_\_ <sup>2nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_  
motion *carried or failed*

Motion by Member \_\_\_\_\_ – 2<sup>nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_ –  
*motion carried or failed*

Motion by Member \_\_\_\_\_ – 2<sup>nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_ –  
*motion carried or failed*

Motion by Member \_\_\_\_\_ – 2<sup>nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_ –  
*motion carried or failed*

Motion by Member \_\_\_\_\_ – 2<sup>nd</sup> by Member \_\_\_\_\_  
to \_\_\_\_\_ –  
*motion carried or failed*

**Report of Trustees** – A motion was made by \_\_\_\_\_ to pay the bills – 2<sup>nd</sup> by \_\_\_\_\_  
-  
*motion carried or failed*

**Suggestions for the Good of the Order** – (Patriotic Instructor presents a brief training/instructions; new members and guests should be invited to speak at this time.)

The closing ceremony was conducted according to the Ritual and the meeting adjourned at \_\_\_\_\_ am/pm. The next meeting will be \_\_\_\_\_ at \_\_\_\_\_ am/pm.

Respectfully Submitted,

*(Signature)*

Auxiliary Secretary