

# DOWNLOAD THE YEAR END REPORTS NOW

There have been some changes and corrections made to a few of the Year End Reports that were posted on our website last month. Hopefully you have not downloaded them yet. Also, the Instruction Sheet is now available.

Remember, the reports must be completed and sent to your District President by **April 1<sup>st</sup>**. so now is the time to print out the forms and work with your members on filling them out at your March meeting.

You can find the 2025-2026 Year End Reports on our Department website: [www.vfwauxwi.org](http://www.vfwauxwi.org) under **Programs – Year End Reports 2025-2026** is the top title on the Drop-down menu.

**I am also going to send the Year-End Reports packet to you in a separate email, along with the Achievement Awards packet.**

## Secretary Training

I will be sending out emails with the link to the Zoom Secretarial Training to all Secretaries and Presidents the week of February 23<sup>rd</sup>. If you do not see an email with the link by February 25<sup>th</sup>, please check your junk or spam email folders or contact me for a new email. You can email me at: [secretary@vfwauxwi.org](mailto:secretary@vfwauxwi.org)

As stated last month, the training will include:

1. What's in your minutes book?
2. What goes into your minutes?
3. Secretary's role in an Audit.
4. Delegate Forms – who, what, where and especially Why.
5. Any other questions you may have.

If you cannot make it on your designated night, but could join on another night, let me know after you receive your invitation.

District 1 – 4: Tuesday, March 10 – 6:30 PM

District 6-8: Wednesday, March 11-6:30 PM

District 9-11: Monday, March 16 – 6:30 PM

**Potential Secretaries are also welcome! So if you know of someone in your Auxiliary that might be the next secretary-give them the link, too.** Hope to see you on Zoom!

Faith Elford PDP, Dept. Secretary