

# Secretary Training is Coming



The Department is going to do more training via Zoom in March. Last Fall we talked with Treasurers and Trustees about the Audit. This time we will be talking to Secretaries about:

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.

We will be sending out Zoom invitations to Secretaries in District groups again at the beginning of March. However, 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

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## YEAR END REPORTS ARE AVAILABLE DUE BY APRIL 1<sup>ST</sup>

Our 2025-2026 Program Year will be over before you know it. Year End Reports must be completed and sent to your District President by **April 1<sup>st</sup>**.

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.

- You will find a complete packet of all Program Reports that you can download and print.
- There are also individual Program Year End Reports available that are fillable.
- Every Auxiliary should have participated in at least one program.

You will also find a copy of the Auxiliary and District Achievement Award forms-due to Sr. Vice Pres. Charlene Cobb by May 1<sup>st</sup>. Fill it out for the chance to win an Award.