

# VFW Auxiliary Acronyms and Common Terminology

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**ACH (Automated Clearing House)** – Electronic funds-transfer system that enables electronic transfers of money in the United States. The ACH network acts as a financial hub and helps people and organizations move money from one bank account to another. ACH transactions consist of direct deposits and direct payments, including business to business transactions, government transactions and consumer transactions. (source: Investopedia.com)

**Ambassador** – The National Ambassadors are appointed annually by the National President. The Ambassadors communicate and promote National Program goals to Department (state) Chairmen and the membership at large.

**Attention** – Physical position of standing with hands at side, head up with eyes looking straight ahead.

**Auxiliary** – The local unit of the VFW Auxiliary organization; also, the shortened term for all levels of the organization.

**Booklet of Instructions** – Yellow pages within the Podium Edition: Bylaws and Ritual; a manual of internal policy and procedures for the Auxiliary (all levels).

**Bylaws** – The Auxiliary's rules and procedures. The Bylaws include the purpose of the Auxiliary, membership criteria, how Delegates are elected, the duties of Officers at all levels of the Organization, information on the Organizational image and the discipline of members, among other topics. Available for purchase from the VFW Store. The *VFW Auxiliary Podium Edition* e-book may be purchased online at Amazon.com and BarnesandNoble.com.

**COE (Circle of Excellence)** – A premier group of Department Presidents who have proven their leadership. The program replaced the former Outstanding Department President awards and gives every Department President the opportunity to achieve National recognition for their hard work. When a Department President achieves the Circle of Excellence, they remain in the Circle forever.

**COA – Department Level (Council of Administration – Department Level)** – The Council of Administration approves the Department budget and the audit of the Auditing Committee, proposes and approves expenditures outside Department Standing Rules, Budget and Bylaws, and represents, in all matters, the Department Convention in the interval between its sessions.

The Council of Administration of a Department consists of the Department President, Senior Vice-President, Junior Vice-President, Secretary, Treasurer, Chaplain, Conductor/Conductress, Guard, Chief of Staff, District Presidents and the four immediate Past Department Presidents. (In Departments without a District, Auxiliary Presidents are on Council.)

**Continuing Education** – The VFW Auxiliary's scholarship contest for students ages 18 and older. The contest is open only to current VFW Auxiliary members, their spouse, son or daughter.

**County Council** – When five (5) or more Auxiliaries have been organized in a geographic county, the Department Council of Administration may approve and supervise the organization of a County Council. There are only a half dozen or so nationally. *The VFW determines if a Department has County Councils.*

**Delegate** – An Auxiliary member elected annually by fellow members to represent their Auxiliary at the District, Department or National Conventions.

**Department** – The VFW Auxiliary National Organization is organized into 50 Departments, with one representing each of the 50 states. The Department is the liaison between National Headquarters and Auxiliaries, County Councils and Districts and relays information to all levels.

**District** – Geographic area within a Department. Districts are liaisons between Auxiliaries and Departments and relay information to both. *The VFW determines District boundaries.*

**EIN (Employer Identification Number)** – A nine-digit number assigned by the IRS used to identify the tax accounts of employers and certain others who have no employees. An EIN is needed to open a checking account in the name of the Auxiliary.

**EFT (Electronic Funds Transfer)** – A transaction that takes place over a computerized network, either among accounts at the same bank or to different accounts at separate financial institutions. EFTs include direct-debit transactions, wire transfers, direct deposits, ATM withdrawals and online bill pay services. Transactions are processed through the Automated Clearing House (ACH) network, the secure transfer system of the Federal Reserve that connects all U.S. banks, credit unions and other financial institutions.  
(source: investinganswers.com)

**Floor Work** – Ritualistic movements performed on the floor during a traditional or contemporary Auxiliary meeting at all levels. Floor work is not done during a roundtable meeting.

**Get Excited for the Red, White and Blue!** – The VFW Auxiliary's national anthem singing contest for youth in grades K-12.

**Health & Happiness (H&H) Fund** – The Health & Happiness fund supports families living at the VFW National Home for Children as well as those facilities built by the VFW Auxiliary.

## **Salute**

**Heart Salute** – When salute is used, members of the Auxiliary who are not veterans shall rise, face the Flag and salute the Flag by placing the palm of the right hand over the heart.

**Military Salute (veterans)** – When salute is used, members of the Auxiliary who are veterans may salute the U.S. Flag during the ceremony of hoisting or lowering the Flag or when the Flag is passing in review. In addition, a Military Salute may be used during the Pledge of Allegiance and the playing of the National Anthem. The Veterans of Foreign Wars and VFW Auxiliary encourage all veterans to render a salute under these circumstances regardless of their headgear or lack of headgear.

**Illustrating America** - The VFW Auxiliary's art contest for students in grades K-8.

**National District Council** – The National District Council is comprised of Auxiliary members that are elected by the Department(s) (state(s)) they represent and serve a single two-year term. The 29-member Council (plus National Line Officers, the National Secretary-Treasurer, National Chief of Staff and four Past National Presidents) is the ruling body between National Conventions and the Council members are the voice of the members from the Department(s) they represent. The Council functions similarly to a board of directors or a board of trustees.

**Official Visit** – Official Visit by a District President or person assigned by the Department President to an Auxiliary. The District President/person assigned is to ensure that the Offices of the President and Treasurer are bonded, the installation report has been submitted to Department and National Headquarters, and is to review and sign both the books of the Secretary and Treasurer, among other duties. The Department President may assign themselves.

**Parade Rest** – The physical position of moving the left foot slightly to the side while bringing the arms to the small of the back. The left thumb is placed in the palm of the right hand. The head is bowed slightly during the prayer.

**Patriotic Art** – The VFW Auxiliary's Young American Creative Patriotic Art Contest for students in grades 9-12.

**PDP** – Past Department (state) President; one who has served the Organization as Department (state) President.

**Per Diem** – A daily allowance for expenses; a specific amount of money the Auxiliary gives an individual to cover expenses when traveling for Auxiliary business.

**PNP** – Past National President; one who has served the Organization as National President.

**PP or Pat's Pen** – The VFW's Patriot's Pen youth essay contest for students in grades 6-8.

**Program** – Outline of resources designed to bring needed services, information and assistance to veterans, active-duty service members and their families, and our communities. The National Organization has 12 Programs: Americanism; Auxiliary Community Outreach; "Buddy"® Poppy & VFW National Home; Chief of Staff & Extension; Historian & Media Relations; Hospital; Legislative; Membership; Mentoring for Leadership; Scholarships; Veterans & Family Support; and Youth Activities.

**Project** – A task or event within a Program.

**PSA (Public Service Announcement)** – A message broadcast or published by the media at no charge. PSAs must include information that raises social or community awareness of a topic or event; it doesn't just promote the Auxiliary's image in the community. Many PSAs are about health, safety and scholarship issues.

**Ritual** – Activities unique to the Auxiliary, including how meetings are conducted, officer installations and special ceremonies, including the member initiation and memorial service.

**SOI (School of Instruction)** – A training event put on by a Department or District near the start of each Program year.

**VAVS (Veterans Affairs Voluntary Service)** – The VFW Auxiliary participates in the government-run program Veterans Affairs Voluntary Service. Along with the VFW, the VFW Auxiliary is a charter member of this VHA program, which began in 1946. The Veterans Affairs Voluntary Service (VAVS) operates one of the largest volunteer programs in the Federal Government, supplementing staff and resources in all areas of patient care and support. The VFW Auxiliary has been a part of this program since its inception in 1946. The mission of the VAVS is to provide a structured volunteer program under the management of the Department of Veterans Affairs (VA) compensated employees in cooperation with community resources to serve veterans and their families with dignity and compassion.

**VOD** – The VFW's Voice of Democracy audio-essay scholarship program for students in grades 9-12.