

VFW AUXILIARY OFFICIAL VISIT FORM 2025-2026

DATE OF OFFICIAL VISIT: _____ VFW AUX. #: _____ DISTRICT #: _____

VFW AUXILIARY NAME: _____

LOCATION: _____ PRESIDING OFFICER NAME: _____
OFFICE HELD: _____

1. Number of dues paid as of this official visit: # _____ Membership as of June 30, 2025: _____
2. Number of members in attendance during the official visit: # _____
3. Have all of the Auxiliary Officers' dues been paid? ☐ Yes ☐ No
(if not paid Why? When will they be paid? Has Auxiliary thought about buying life membership as gift to officers?)
4. Does the Auxiliary have in its possession **at least** one up-to-date copy of the VFW Auxiliary Podium Edition: Bylaws and Ritual? ☐ Yes ☐ No
5. Has 990 been filed for your auxiliary? If so date _____ if not, projected date _____ Get a copy if you can of receipt?

PERTAINING TO THE OFFICE OF SECRETARY:

6. Are the Secretary's books kept according to the Booklet of Instructions?
☐ Yes ☐ No
7. Is the Treasurer's detailed report incorporated in the Secretary's minute book?
☐ Yes ☐ No
8. Is the audit report incorporated in the Secretary's minute book?
☐ Yes ☐ No
9. Are the books of the Secretary audited according to the Bylaws?
☐ Yes ☐ No

PERTAINING TO THE OFFICE OF TREASURER/TRUSTEES:

10. Are the Treasurer's books kept according to the Booklet of Instructions?

☐ Yes ☐ No

11. Are all funds audited (i.e. Kitchen, Bingo, etc.)?

☐ Yes ☐ No

12. Date of last Audit: _____

13. Are the Audits and all books signed by the Trustees performing the audit? ☐ Yes ☐ No

14. Is the quarterly audit read by the Trustees and acted upon at the meeting? ☐ Yes ☐ No

15. If audit isn't in the book for you to see, and know its current, please email the Department President.

16. If they don't have books for you to inspect, email the Department President ASAP

PERTAINING TO THE APPOINTMENT OF CHAIRMEN:

17. Have Chairmen been appointed to correspond with National and Department Programs? ☐

Yes ☐ No

18. Has this Auxiliary done one thing to benefit Veterans? Please explain.

IF "YES", MAKE NOTES TO ASSIST IN REPORTING

PROGRAM	WAS REPORT GIVEN?	IF "NO", EXPLAIN WHY NO REPORT WAS GIVEN
Veterans & Family Support	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Americanism	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Auxiliary Outreach	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Buddy Poppy/ VFW National Home for Children	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Historian	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hospital	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Legislative	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership

☐ Yes ☐ No

Scholarships

☐ Yes ☐ No

Youth Activities

☐ Yes ☐ No

19. Is this Auxiliary aware of the Department of Illinois Circle of Excellence requirements?

☐ Yes ☐ No

20. Is this Auxiliary working toward achieving the Department of Illinois Circle of Excellence?

☐ Yes ☐ No

If "No", why?

21. Do you consider this Auxiliary to be in good working order?

☐ Yes ☐ No

22. Should this Auxiliary receive a Healthy Auxiliary Certificate?

Yes ☐ No

☐

Why?

District President's Comments or Matters of Concerns:

Please give honest and unbiased answers to the above questions. You may use the back as necessary.

Instructions to District President/Visiting Officer:

- Please be sure to date and initial both the books of the Secretary and Treasurer
- Make two (2) copies of the Official Visit form and distribute as follows:
 - One copy is given to the Auxiliary President at the time of the official visit
 - One copy is kept for your files
- The original is mailed to the Department President

Signature of District President/Visiting Officer

Signature of Auxiliary President