# DEPARTMENT OF PENNSYLVANIA VFW AUXILIARY WEBSITE

vfwauxpa.org

### Home Page-Scroll Down

* Announcements
* Department President’s Welcome Message
* Links to forms for upcoming Department Events (conferences, convention, special events)
	+ General Orders will be found here
* District Standing for Membership
	+ The Date to the right will tell you the last time it was updated
* Membership Standing for each Auxiliary / District
	+ To change the district just click on the box and change to the district you need and hit submit
* Gallery—pictures from various events
* Statewide News—What’s going on around the state? Submit materials and let everyone know events you are having.
* Follow us
	+ This will take you directly to our Department Facebook page by clicking on the circle with the F
* Our Mission
* Address and Phone Number

### About

* About Us
	+ What we do
* Announcements-same as on home page
	+ You will find all the upcoming forms needed for any conferences or special events
* FAQs
	+ If someone ask a question, then we will post the questions and answers in this section.
* Gallery-
	+ Different Picture Albums
* Mission Statement
* Officers-Pictures and Bios
* You will find the current Officers picture and a short Bio for each including Line Officers, District Presidents and Program Chairmen

### Programs

* Programs
	+ When you click on the word “Program” you will have all the individual programs listed. By clicking on any of those it will take you to that program page. Each separate program has the current year’s program, year-end report, and awards listed.
* PA Program Book
	+ Most recent PA Program Book
* National Program Book
	+ This book has all the programs listed and what is expected from the National President for awards for all levels.
* Individual Program
	+ Each one has the most recent program, all of the promotional letters, awards and any other information that pertains to that program
		- Americanism
		- Auxiliary Outreach Buddy Poppy and National Home
		- Chief of Staff / Extension Historian / Media Relations
		- Hospital Legislative
		- Membership Mentoring for Leadership
		- Scholarships Veterans and Family Support
		- Youth Activities

### Also included

* + [Building of the VFW Auxiliary Foundation](http://vfwauxmi.org/di/vfw/v2/default.asp?pid=47113)
	+ [Family Freedom Festival](http://vfwauxmi.org/di/vfw/v2/default.asp?pid=47112)
	+ On-Line Academy

**Resources**

* Reports-Detail Report
* Click on the word Reports and it will take you to a new page. On this page you can select one or all programs to see who has or hasn’t reported. You can sort by District or by Auxiliary number and hit submit. The current year in already set in the date boxes.
* District Information-Upcoming Meetings
* Upcoming Meetings
* Forms that the District President would need
* Downloadable Info-
* Complete downloads of Department Mailings
* Complete downloads of General Orders / Program Promotional Letters
* Forms- This is different kinds of forms that are needed throughout the year.
* National Program Awards Forms
	+ This is all the forms needed for any National Awards
* Member Benefits
* Insurance Plans
	+ Stars and Stripes Loyalty Accidental Death Insurance
	+ Auto and Home Insurance Long Term Care Insurance
	+ Medicare Supplement Insurance
* Additional Benefits
	+ Cancar Grants Hearing plans
	+ Office Supplies-Office Depot and Office max
* Travel Benefits
	+ Comfort Tours Cruise Holidays
	+ Veterans Holidays
* VFW Auxiliary Benefit Hub
	+ Discount on various products and services, benefits, insurance and professional advice
* Misc. Resources
* Auxiliary Cancer Grant Application
* VFW Guide to using Technology to Conduct and Auxiliary Meeting
* VFW Auxiliary Website Solutions Program Grant Application
* VFW Auxiliary Website Solutions Program Flyer
* VFW Auxiliary Website Solutions Program FAQ
* VFW Foundation Grant Information and Application
* VFW Foundation Auxiliary Pass Through Donation Form
* Tips for the Auxiliary Secretary
* VFW Auxiliary Treasurer’s Guide
* 990-E Postcard User Guide from the IRS
* Officer Assignments
	+ This will tell you who the Department Representative is at the Special Events around the State

### Resources

* President and Secretary
* Meeting Outlines
* Voting-How to
* Installing Officers Script
* Request for a Department Representative Form
* Quarterly Report Form
* Tips for the Auxiliary Secretary
* Publicity Tools and Press Releases
* VFW Auxiliary Brochure Order Form
* VFW Auxiliary Fact Sheet
* VFW Auxiliary Elevator Speech
* VFW Auxiliary Local Talking Points
* VFW Auxiliary National Talking Points
* VFW Auxiliary PowerPoint
* VFW Auxiliary Publicity Guide
* How to share your Local Auxiliary Story and Events
* Communications Award/ Certificate of Recognition for Local Media
* Announcement of a New VFW Auxiliary Media Release Template
* Announcement of a Forming VFW Auxiliary Media Release Template
* Announcement of a VFW Auxiliary Membership Drive
* Websites & Social Media
	+ [Facebook Posts for Member Recruitment](https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Facebook-Posts-for-Membership-Recruitment.docx)
	+ [Website Basics: What to Include](https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Website-Basics.pdf)
	+ [VFW Auxiliary Website Solutions Program Grant Application](https://vfwprograms.formstack.com/forms/auxwebsolutionapp)
* [VFW Auxiliary Website Solutions Program Flier](https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Web-Program-Flyer.pdf)
* [VFW Auxiliary Website Solutions Program FAQ](https://vfwauxiliary.org/wp-content/uploads/AUX-Web-Solution-Program-FAQ.pdf)
	+ [Top 10 Reasons to Have an Auxiliary or Department Facebook page](https://vfwauxiliary.org/wp-content/uploads/Top-10-Reasons-to-Have-an-Auxiliary-Facebook-Page.pdf)
	+ [Active and Awesome Auxiliary Facebook Pages](https://vfwauxiliary.org/wp-content/uploads/Active-and-Awesome-Auxiliary-Facebook-Pages-1.pdf)
	+ [How to Set Up Your Auxiliary Facebook Page](https://vfwauxiliary.org/wp-content/uploads/How-to-Set-up-An-Auxiliary-Facebook-Page-May-2018.pdf) (updated May 2018)
	+ [How to Add or Remove An Administrator on Your Auxiliary Facebook](https://vfwauxiliary.org/wp-content/uploads/How-to-Add-or-Remove-an-Administrator-on-your-Auxiliary-facebook-page.pdf) [Page](https://vfwauxiliary.org/wp-content/uploads/How-to-Add-or-Remove-an-Administrator-on-your-Auxiliary-facebook-page.pdf) (updated May 2018)
	+ [How to Post to Your Auxiliary Facebook Page](https://vfwauxiliary.org/wp-content/uploads/How-to-Post-on-Your-Auxiliary-Facebook-Page.pdf) (updated May 2018)
	+ [How to Schedule a Post on Your Auxiliary Facebook Page](https://vfwauxiliary.org/wp-content/uploads/How-to-Schedule-a-Post-on-Your-Auxiliary-Facebook-Page.pdf) (updated May 2018)
	+ [How to Edit or Delete Posts on Your Auxiliary Facebook Page](https://vfwauxiliary.org/wp-content/uploads/How-to-Edit-or-Delete-Facebook-Posts-from-Your-Auxiliary-Facebook-Page.pdf) (May 2018)
	+ [Best Practices for Your Auxiliary or Department Facebook Page](https://vfwauxiliary.org/wp-content/uploads/May-2018_Best-Practices-for-Your-Auxiliary-Facebook-Page.pdf) (May 2018)
* Sample Speeches
	+ [Memorial Day Address 1](https://vfwauxiliary.org/wp-content/uploads/MEMORIAL-DAY-ADDRESS-Sample-1.pdf)
	+ [Memorial Day Address 2](https://vfwauxiliary.org/wp-content/uploads/MEMORIAL-DAY-ADDRESS-Sample-2.pdf)
	+ [Veterans Day Speech 1](https://vfwauxiliary.org/wp-content/uploads/Veterans-Days-Speech-1.pdf)
	+ [Veterans Day Speech 2](https://vfwauxiliary.org/wp-content/uploads/Veterans-Day-Speech-2.pdf)

Treasurer

* [New Excel Ledger for Treasurer reports/Audits](https://vfwauxmi.org/uploads/Documents/Announcements/NEW-Treasurers-Report-and-Ledger-Tool.xlsx) MALTA Training Videos for Treasurers (all levels)
* [How to Edit or Change the Dues Amount on Behalf of Your Auxiliary](https://youtu.be/quWAVWR4jzs)
* [How to Convert an Annual Member to a Life Member](https://youtu.be/7H9wAKXQqT0)
* [How to Enter ACH Information](https://youtu.be/4M99jbZCmhk)
* [How to Make a Gift on Behalf of Your Auxiliary](https://youtu.be/qnfd_OQAZIQ)
* [How to Pay an Annual Member’s Dues](https://youtu.be/z6Etm9_nma0)
* [How to Purchase the Auxiliary’s Bond](https://youtu.be/C9eyL8lvJEU)
* [How to Do a Same Day Void](https://youtu.be/oszmI5iZI58)
* [How to Update a Member’s Information](https://youtu.be/UY-SvUAVRrA) (as Auxiliary Treasurer)
* [How to Order a Member a Replacement Card](https://youtu.be/FI4wcMVKbkI) (as Auxiliary Treasurer)
* [How to Register a Member for an Event](https://youtu.be/XkFelhEZ9OM) (as Auxiliary Treasurer) Auxiliary Treasurer Resources
* [How to Print Dues Renewal Letters and Mailing Labels in MALTA](https://vfwauxiliary.org/wp-content/uploads/MALTA-How-To-Print-Dues-Renewal-Letters-and-Labels-updated.pdf)
* [Sample Lapsed Member Not in Good Standing Letter (Word doc)](https://vfwauxiliary.org/wp-content/uploads/Lapsed-Member-Letter-Membership-Expired-December-2018.docx)
* [Relief Fund Guide](http://vfwauxiliary.org/wp-content/uploads/Relief-Fund-Guide.pdf)
* [Auxiliary Bond Application](https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Bond-Application.pdf)
* [ACH Authorization Form](http://vfwauxiliary.org/wp-content/uploads/ACH-Authorization-Form-for-Departments-and-Auxiliaries-FILLABLE.pdf)
* [Auxiliary Audit Form Instructions](http://vfwauxiliary.org/wp-content/uploads/Auxiliary-Audit-Form-Instructions.pdf)
* [Auxiliary Audit Form with Calculation Explanation](http://vfwauxiliary.org/wp-content/uploads/Auxiliary-Audit-Form-with-Calculation-Explanation.pdf)
* [Auxiliary Audit Form](https://vfwauxiliary.org/wp-content/uploads/Auxiliary-Audit-Form.xls) (Excel)
* [Auxiliary Blank Audit Form](http://vfwauxiliary.org/wp-content/uploads/Auxiliary-Blank-Audit-Form.pdf) (PDF)
* [IRS Form 8822-B](https://vfwauxiliary.org/wp-content/uploads/f8822b.pdf) (Fillable PDF)
* [990 e-postcard User Guide from the IRS](https://vfwauxiliary.org/wp-content/uploads/990-e-Postcard-User-Guide-from-IRS.pdf) (PDF)
* [W-9 Letter](http://vfwauxiliary.org/wp-content/uploads/W-9-Letter.pdf)
* [IRS Form W-9](https://vfwauxiliary.org/wp-content/uploads/fw9.pdf)
* [Cancer Grant Application](https://vfwauxiliary.org/wp-content/uploads/FILLABLE-Cancer-Grant-Application-8-2018.pdf)
* [Receipt Template](https://vfwauxiliary.org/wp-content/uploads/Payment-Receipt.pdf) Membership
* [VFW Auxiliary Membership/Member Transfer Application](https://vfwauxiliary.org/wp-content/uploads/VFW_Auxiliary_Membership-Brochure_Application_8_5x11__8_26_2020_Fillable.pdf) – August 2020 (Fillable)
* [Member Update/Change Form](https://vfwauxiliary.org/wp-content/uploads/FILLABLE-Member-Change-Update-Form-REVISED-8.2018.pdf) – Revised August 2018 (Fillable)
* [Membership Summary Form](https://vfwauxiliary.org/wp-content/uploads/2017-05-16-Membership-Summary-Form-FILLABLE.pdf) (Fillable PDF)
* [Membership Summary Form](https://vfwauxiliary.org/wp-content/uploads/2017-05-16-Membership-Summary-Form.xlsx) (Excel)

IRS webinar[: Did you lose your tax-exempt status? Why it happens and how to fix it.](https://www.irsvideos.gov/CharitiesAndNonProfits/501%28c%29%283%29Organizations/LostTaxExemptStatusHowToFix)

### Resources

* Address Change
* Name Change
* Taps

### News and Events

* Podcast

o The Veterans of Foreign Wars began its next journey of communicating with veterans, service members and military families through The VFW Podcast, its newest communication platform today.

The VFW Podcast is the official podcast of the VFW, the oldest combat veterans service organization advocating for and serving our veterans, service members and military families worldwide.

The VFW Podcast will feature one-of-a-kind perspectives and insightful conversations concerning veteran legislation, educational and financial assistance programs, national veterans' services, and critical initiatives.

The VFW Podcast is available the first and third Wednesday of each month and will be found on all major platforms to include:

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* and here at the [*VFW website*.](https://www.vfw.org/podcast)
* Calendar
* News Contact
* Our Phone Numbers and where you can send us an Email

### Login-Only need this if you are REPORTING or Getting the Roster

* Report Entry-Username is your Membership ID-Password is your Last name
* Members Only is for the Roster same Login as Reporting