



VFW "Day" Post 7591 And Its Ladies Auxiliary



Mentorship Guide



"The purposes of the corporation are fraternal, patriotic, historical, charitable and educational, and are: to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphan; to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies."

– Title 36 U.S.C. § 230102

Dear New Member,

The Veterans of Foreign Wars of the United States (VFW) Post 7591 would like express our gratitude for your dedication and service to our country. You took freedom to a distant land and gave hope to a world oppressed. You put yourself in harm's way to fight for and protect the freedoms that we as Americans enjoy. Your courageous service to our nation will not be forgotten!

You are now a member of the nation's largest organization of combat veterans. Now, more than ever, is your continued service and dedication needed to support and assist our fellow comrades and their families. As a member of the VFW you will see many different ways our organization supports those who have served and those currently serving.

The VFW participates in a number of community service and outreach programs. Patriotic Days, Buddy Poppy, community involvement and education are all important parts of continuing the VFW's prestigious legacy and letting the community know what the VFW stands for.

Fostering patriotism and honoring America's veterans, whether it's Independence Day, Patriot Day or Veterans Day, are all part of the VFW's philosophical core. Public commemorations hosted by VFW posts cultivate an appreciation of both the responsibilities and benefits of being an American. Post involvement and community service is a founding VFW principal.

Our volunteer's interactions within the community benefit local schools, the environment, health sciences and civic projects in a host of ways. [Please insert a brief description of activities or programs your post is currently engaging in.]

On behalf of the VFW, thank you for your continued service to our nation and for becoming a part of the greatest veteran's organization in the world. For more information on VFW programs and to learn how you can get involved, please visit our post or visit us online at www.vfwpost7591.org. Again, thank you for your service to our great nation!

Jon F. Russell
Commander, Post 7591

NO ONE DOES MORE FOR VETERANS.



A DONATION OF

\$20

ENSURES THE VFW CAN

- ★ Educate **30** separating service members on how to receive their well-earned VA benefits
- ★ Provide **500** minutes of phone time to homesick American troops stationed in the Middle East
- ★ Serve **5** morale-boosting "welcome home" meals for service members recently back from combat
- ★ Help cover rent, utilities or groceries for a military family struggling with the hardships of war



"I'll never forget the day my VFW service officer called with the news

that my claim was approved. I woke up the next day and still couldn't believe it. This program changed my life."

Army Reservist Shane Anderson on receiving word that he was deemed 100% service disabled. Anderson was homeless, suffering from PTSD and coping with severe physical injuries after a convoy accident in Iraq sheared his vertebrae down the middle.

As the nation's oldest major veterans' organization,

The VFW has an impeccable and longstanding record of service and stewardship. More than four million patriotic Americans, both members and non-members, entrust the VFW with financial contributions and millions of volunteer hours.

90%

Over the last eight years, **more than 90% of donations received** were directed *exclusively* to operating veterans service, community service, legislative advocacy and military service programs worldwide.

257

Number of service officers in the VFW's nationwide network who fight for wounded veterans to receive the VA benefits they deserve.

\$3.7 billion

The amount in VA benefits the VFW network helped 125,000 veterans recover in 2012.

22

Number of times the VFW has testified before Congress in the last 12 months alone. The VFW has been instrumental in virtually every major legislative victory for veterans in the 20th and 21st centuries.

\$4.5 million

Value of emergency grants awarded to military families since 2004 to help cover basic needs in times of crisis. Nearly **half** of the funds covered basic housing needs.

7.1 million+

Number of connections between deployed service members and loved ones made possible by the VFW's "Free Call Days."

1,671,827

Number of service members and their family members hosted at VFW events since 2005 to send off and welcome home America's fighting forces. Quite a display of gratitude!

\$3 million

Amount of scholarships and other incentives VFW awards annually to middle and high school students through two major patriotic essay competitions.



"Thanks to [VFW], I am mobile. Without it, I don't know how I would

have ever gotten around. I was at a place in my life where I didn't know if I could make it. This grant was my light at the end of a very dark tunnel."

Staff Sgt. Keith Sekora, who was severely injured in Afghanistan. He received an emergency grant from VFW to help with transportation as he recovered from severe neck injuries and four strokes.

Learn more about the VFW's programs and services at www.vfw.org.

Updated March 2013

MORE FACTS ABOUT THE VFW



THE VFW BY THE NUMBERS

Nearly 2 million

Number of VFW, Ladies Auxiliary VFW and Men's Auxiliary members

7,220

Number of VFW Posts worldwide

100%

Percentage increase in the number of women VFW members since 2010.



HELPING VETERANS GET JUSTICE

125,022

Number of VA claims filed by the VFW's nationwide force of 1,200 VA-accredited service officers in 2012

11,613

Number of VA claims filed by VFW Benefits Delivery at Discharge (BDD) offices in 2012

16

Number of Benefits Delivery at Discharge offices across the nation, including military district of Washington, D.C. area



HELPING STRUGGLING MILITARY FAMILIES

3,322

Number of emergency grants provided to military families facing financial hardship through *VFW Unmet Needs* since 2004

\$2,199,614.26

Amount of grants provided through *VFW Unmet Needs* covering housing for struggling military families since 2004

1,751

Number of military families who have received assistance with housing needs since 2004



IMPROVING LIFE IN AMERICA

8.6 million

Number of volunteer hours contributed by VFW members annually

\$48.2 million

Amount donated annually to local community service projects by VFW members

The VFW has fought for veterans and their families since 1899.



"The VFW's help was a blessing, both financially and mentally.

Without it, I don't know how we would've dealt. We were going through some really hard times."

Military spouse Gina Rendak on the emergency assistance she received from the VFW. Her family was left in financial peril after her husband John was injured in Iraq.



HONORING THE FALLEN

10 million

Number of VFW "Buddy" Poppies® distributed by the VFW last year

\$13 million

Amount raised through the VFW "Buddy" Poppy® program for needy veterans



INSPIRING PATRIOTISM IN YOUNG PEOPLE

39,491

Number of high school students who competed in the 2012-13 Voice of Democracy competition

104,446

Number of students who competed in the 2012-13 Patriot's Pen competition

Updated March 2013

Learn more about the VFW's programs and services at www.vfw.org.

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Part I - What is the VFW?

History of the VFW and Post 7591

The Veterans of Foreign Wars of the United States (VFW) traces its roots back to 1899 when veterans of the Spanish-American War (1898) and the Philippine Insurrection (1899-1902) founded local organizations to secure rights and benefits for their service. Many arrived home wounded or sick. There was no medical care or veterans' pension for them, and they were left to care for themselves.

In their misery, some of these veterans banded together and formed organizations that would become known as the VFW. After chapters were formed in Ohio, Colorado and Pennsylvania, the movement quickly gained momentum. By 1915, membership grew to 5,000; by 1936, membership was almost 200,000.

In 1963, a group of VFW members were contacted by Wisconsin Second District Commander to organize a second VFW Post in the Madison area. After two organizational meetings, VFW Post 7591 was instituted with 48 charter members on Sunday, 13 October 1963 at Village of Monona Community Center.

VFW Post 7591 was named in the honor of Donald Day and Galen Day, Junior, who gave their lives in the service of their country during World War II. The Day brothers were the sons of Galen "Pappy" Day, Senior and Ruth Day. Galen "Pappy" Day was one of the prime movers in establishing VFW Post 7591. Upon the death of Pappy Day, the name of VFW Post 7591 was changed to the VFW "Day" Post 7591 to honor all three Days.

In the beginning, it was difficult to find a place to hold meetings; they were held in private residences, the Old Colonial Inn on Monona Drive and in the Monona Community Center. Later the meetings were moved to the Park Ponderosa Supper Club in McFarland, Wisconsin.

In October of 1978, negotiations were started to purchase the Dream Lanes Bowling Alley at 301 Cottage Grove Road in Madison. At the time of the contract signing, the post only had \$12,000. With the assistance of American Legion Post 429 of Monona, who provided a loan of \$4,500 and some dedicated VFW post members who also signed some demand notes, the closing requirements were met.

It took three months of hard work to get the Post converted from a bowling alley and ready for operations. In April 1979 the post received its bar license, and was able to. In 1984 the post was able to pay off the mortgage and burn the mortgage papers. This was only possible due to the hard work of many members.

Source: <http://www.vfwpost7591.org/about.html>

Mission

To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military, and our communities. To advocate on behalf of all veterans.

Vision

Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

Values

- ✘ Always put the interests of our members first
- ✘ Treat donors as partners in our cause
- ✘ Promote patriotism
- ✘ Honor military service
- ✘ Ensure the care of veterans and their families
- ✘ Serve our communities
- ✘ Promote a positive image of the VFW
- ✘ Respect the diversity of veteran opinions

Source: <http://www.vfw.org/Common/About-Us/>

Membership

Benefits: Simply put, the VFW strives to do good things for deserving people, particularly veterans, their families, and their communities.

Camaraderie – VFW has more than 2.1 million VFW and auxiliary members in 7,700 Posts nationwide, friends who understand what you’ve been through.

Support – VFW helps military families during deployment and beyond. VFW provides free phone time while you’re deployed, awards emergency grants (up to \$2,500) for military families and hosts morale-boosting military events that honor warriors like you.

Connections – VFW can help you find employment on VetJobs.com, make powerful new contacts, serve your community and tap into VFW virtual networks across the web.

Advocacy – VFW is on your side. We’ll help you file for your VA benefits through our nationwide network of VFW service officers. We helped veterans receive over 1.5 billion dollars last year alone! VFW also fights for veterans’ issues on Capitol Hill, ensuring major victories like the new GI Bill for the 21st Century and broader recognition of PTSD claims.

Distinction – Not everyone is eligible to join the VFW. You’ve earned it. Take advantage of the benefits and the community of support waiting for you.

Source: <http://www.vfw.org/uploadedFiles/VFWorg/Join/Membership%20Brochure.PDF>

Eligibility: The fundamental difference between our organization and other veterans organizations, and one in which we take great pride, is our eligibility qualifications.

If you have received a campaign medal for overseas combat service; have served 30 consecutive or 60 non-consecutive days in Korea; or have ever received hostile fire or imminent danger pay, then you're eligible to join our ranks.

Complete eligibility information is available on the VFW Website here:

<http://www.vfw.org/uploadedFiles/VFWorg/Join/complete%20eligibility%20Info.PDF>

Dues Structure: Your membership dues will support the VFW's mission to serve and represent our veterans at the local, state, and national level. Join now, and your membership will be valid through the end of this calendar year.

Annual Membership

Your dues of just \$35.00 will cover the cost of your membership through the end of the calendar year you join.

Lifetime Membership

You can become a VFW Life Member by making a one-time payment as shown below. You can also pay for your Life Membership through our installment plan, with an initial \$35 payment, with the Life Membership amount billed over an 11-month period as shown in the table below.

Age	One-Time Payment	Installment Payment
18-30	\$425.00	\$38.64
31-40	\$410.00	\$37.27
41-50	\$375.00	\$34.09
51-60	\$335.00	\$30.45
61-70	\$290.00	\$26.36
71-80	\$225.00	\$20.45
81 and over	\$170.00	\$15.45

Source: <http://www.vfw.org/Join/Dues-Structure/>

Free Insurance: All VFW members in good standing are insured under the VFW Sponsored \$1,000 Personal Accident Plan (reduces at ages 70 and 75), at no cost to the member. Benefits are payable in the event of an accidental death or dismemberment. If the member's death was due to an accident, please call 1-800-626-0027 for a claim form. More information and a downloadable certificate of insurance are available at <http://www.vfwinsurance.com/personal-accident-insurance.html>)

Part II – Ritual and Procedure

Congressional Charter

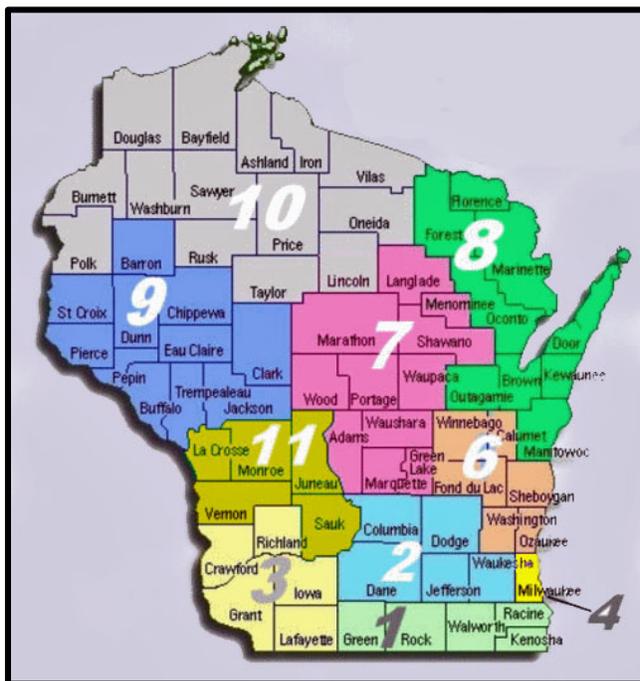
On May 28, 1936, by an act of the United States Congress, the VFW became a government-chartered non-profit organization. The congressional charter outlines the purposes, membership requirements and powers of the VFW. Additionally, the charter awards the VFW exclusive use of the name “Veterans of Foreign Wars of the United States” and use of the Cross of Malta.

See the full text of the charter here: <http://uscode.house.gov/download/pls/36C2301.txt>

Organizational Structure

Post: The Post is the basic unit of the VFW and usually represents a small geographic area such as a single town or part of a county. There are approximately 7,700 Posts. The Post is used for formal business such as meetings and a coordination point for community service projects. Often the Post will host community events and be available for community use.

District: Each Department is divided into Districts. Each District oversees several Posts, to help each smaller group have a larger voice. The main purpose of Districts is to allow one or two delegates to represent an area at conferences, conventions, and other gatherings, where large numbers of Comrades may not be able to attend. There are eleven Districts that make up the VFW Department of Wisconsin. The District boundaries in Wisconsin are as follows:



There are a handful of exceptions to the District boundaries listed above. A full list of these exceptions is available in the source document.

Source: http://myvfw.org/wisconsin/files/downloads/2011/10/DEPT-BY-LAWS.JULY_.2011.pdf

Department: Posts are grouped together into a state level organization known as a Department for the purposes of coordination and administration. There are 54 Departments; one for each of the 50 states, the District of Columbia, Europe, Latin America/Caribbean, and Pacific Areas. The VFW Department of Wisconsin is located at: 4622 Dutch Mill Road, Madison, WI 53716. The telephone number is (608) 221-5276.

National: The VFW National Headquarters is located at: 406 W 34th St., Kansas City, MO 64111 United States. The telephone number is (816) 756-3390.

Post Officer Positions

VFW “Day” Post 7591 has several elected and appointed officer positions that keep the Post functioning day-to-day. The list of duties associated with each position is not all inclusive. Full information on the duties of the officers may be found in Sec. 218 of the *Manual of Procedure*.

Commander: Presides over Post meetings, enforces procedures and decides all questions of law and usage for the Post.

Senior Vice Commander: Presides in the absence of the Commander. At VFW Post 7591, the Senior Vice Commander is also responsible for the membership committee and legislative affairs.

Junior Vice Commander: Presides in the absence of the Commander and Senior Vice Commander. At VFW Post 7591, the Junior Vice Commander is also responsible for the Buddy Poppy program and the Patriot’s Pen and Voice of Democracy scholarship competitions.

Quartermaster: The Quartermaster handles all financial matters on behalf of the Post.

Adjutant: The Adjutant is the official corresponding officer for the Post and prepares all reports and minutes for the Post.

Chaplain: The Chaplain provides aid and spiritual comfort to Post members and families in time of need.

Judge Advocate: The Judge Advocate provides the Commander with interpretation of the VFW By-Laws, Manual of Procedures and Ritual in addition to local laws as applicable to Post operations.

Surgeon: The Post Surgeon shall perform such duties as are incident to the office or as may from time to time be required of him by the laws and usages of the VFW.

Officer of the Day: The Officer of the Day shall perform such duties as are incident to the office or as may from time to time be required of him by the laws and usages of the VFW.

Trustees: Trustees audit the work of the Post Quartermaster and report the results of the audits as directed by the by-laws.

Service Officer: The Post Service Officer assists members of the Post (and member's survivors) in obtaining rightful entitlements from federal and state governments.

Source: http://myvfw.org/wisconsin/files/downloads/2011/10/DEPT-BY-LAWS.JULY_2011.pdf

Military Order of the Cootie

The Military Order of the Cootie (MOC) of the United States is a non-profit Veterans Service Organization. We are known as "The Honor Degree of the VFW" and our members are comprised of the officers and leadership of the Veterans of Foreign Wars of the United States. Membership in the MOC is recognition of outstanding service to the VFW and its programs.

Each year the Cooties volunteer thousands of hours of time worth over ten million dollars to VA hospitals throughout the United States. Our distinctive red hat and unusual uniform sets us apart and draws attention to the plight of those less fortunate than ourselves. We sacrifice a little of ourselves to bring a smile or a laugh during what is normally a difficult time for our heroes.

Source: <http://www.lotcs.org/about-us.php>

Part III – VFW Programs

Community Service

Constructive community service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects.

The VFW has a rich tradition associated with community service, working closely with other national organizations such as Boy Scouts of America, America Supports You and America's Promise-The Alliance for Youth. The VFW also partners with the National Rifle Association, U.S. Chamber of Commerce, International Association of Firefighters and the Salvation Army.

Each year VFW and Ladies Auxiliary members donate:

- ✘ More than 13 million volunteer hours to community service projects and local VA medical facilities.
- ✘ Nearly \$67 million to various community endeavors.

National Home for Children: The VFW National Home for Children was founded in 1925 as a place where the families left behind by war -- mothers and children, brothers and sisters -- could remain together, keeping the family circle intact even when their serviceman didn't come home.

Today's families face different challenges -- reintegration, post-traumatic stress, high unemployment and rehabilitation from battlefield injuries, among others -- and the National Home has evolved over our decades-long history to meet those changing needs.

Whether we help a family find strength and support close to home through our Helpline, or they become part of our campus community, military and veteran families can count on the VFW National Home for Children to help them build better lives together.

VFW and Ladies Auxiliary members and organizations are eligible to become Life Members of the National Home for only \$35. Life Members may vote for the trustees who represent their National Home District and approve any proposed changes to our bylaws and articles of incorporation.

Learn much more about the National Home here: <http://www.vfwnationalhome.org>

Scholarships

The good will of the Veterans of Foreign Wars reaches far beyond the realm of veterans helping veterans. In fact, direct involvement with America's youth and communities has always been — and always will be — a VFW priority.

Patriot's Pen Essay Contest: VFW believes strongly in good citizenship and fostering patriotism. That's why we encourage youthful minds to examine our nation's history and their own experiences in modern American society through our Patriot's Pen youth essay-writing contest.

Annually, more than 100,000 students from grades 6-8 (nationwide) enter. One first-place winner from each state competes to win one of 46 national awards totaling \$46,000. The national first-place winner wins \$5,000 and an all-expense-paid trip to Washington, D.C., in March.

Students draft a 300-400 word essay, expressing their views based on an - always patriotic - annual theme chosen by the VFW Commander-in-Chief.

Voice of Democracy Scholarship Competition: Each year, nearly 40,000 high school students from across the country enter to win a share of the \$2.2 million in educational scholarships and incentives awarded through the VFW's Voice of Democracy audio-essay competition.

Knowing that a democratic society needs nurturing, the VFW established the Voice of Democracy program (VOD) in 1947 to provide students grades 9-12 the opportunity to express themselves in regards to democratic ideas and principles.

The national first-place winner receives a \$30,000 scholarship paid directly to the recipient's American university, college or vocational/technical school. Other national scholarships range from \$1,000- \$16,000 and the first-place winner from each (State) VFW Department wins an all-expense-paid trip to Washington, D.C.

Scout of the Year: Some of the VFW's earliest ties to the community involve youth groups. Few are stronger - and none more lasting - than the close relationship between the VFW and Boy Scouts of America, dating back to 1915.

Each year, the VFW selects three young men - of the Boy Scouts, Sea Scouts or Venturing Crew - who have demonstrated practical citizenship in school, scouting and the community. The first-place winner receives a \$5,000 award, the second-place winner receives a \$3,000 award and the third-place winner receives \$1,000.

Teacher of the Year: Each year three exceptional teachers are recognized by the Veterans of Foreign Wars (VFW) for their outstanding commitment to teach Americanism and patriotism to their students. The VFW annually recognizes the nation's top classroom elementary, junior high and high school teachers who teach citizenship education topics-at least half of the school day in a classroom environment-and promote America's history, traditions and institutions effectively.

The Smart/Maher VFW National Citizenship Education Teacher Award (Teacher of the Year) national winners will receive:

- ✘ A \$1,000 award to the top K-5, 6-8 and 9-12 grade teachers for professional development expenses.
- ✘ \$1,000 award for each winning teacher's school.
- ✘ Plaques for both the winning teacher and school.
- ✘ An all-expenses-paid trip to attend a VFW conference and receive their award.

Source: <http://www.vfw.org/Community/Programs/>

National Military Service

VFW National Military Services (NMS) promotes positive awareness of the VFW through community involvement, communication tools, and financial support to qualified military service members. With the variety of support offered, three separate programs were developed under the VFW National Military Services department. These programs are the **Operation Uplink™**, **Military Assistance Program** and **Unmet Needs**.

Operation Uplink: As the largest organization of combat veterans, VFW knows the importance of keeping military families in touch. That's why in 1996 VFW launched the VFW Operation Uplink program - the premiere calling program for deployed service members that provides free phone time to active-duty military personnel and hospitalized veterans. Operation Uplink initially provided calling cards to deployed and hospitalized troops, but on Mother's Day 2006, due to the growing popularity of the program and thanks to the generosity of corporate donors, the program began hosting "Free Call Days."

The program is the only one of its kind, providing at least three designated days each month when deployed service members making phone calls from their Morale, Welfare & Recreation (MWR) center or military DSN line to the U.S., and other home base location land lines, are greeted by a recording which states the call will be free, courtesy of Operation Uplink. Since its start in 2006, Free Call Days have provided more than 7.2 million free connections for service members and their families. The VFW is proud of Operation Uplink because it provides an easy way for individuals and organizations to make an immediate difference in the lives of active-duty military personnel and their families.

Military Assistance Program: The VFW Military Assistance Program (MAP) is the outstretched hand between the VFW and the local military. Conducted through local VFW channels, MAP assists in sponsoring morale boosting events. From homecoming celebrations to unit picnics, MAP connects the VFW and its Auxiliaries with the military and their families, offering our support around the world. In the last 5 years, MAP has sponsored events supporting over 1 million service members and their families!

A huge part of MAP includes the **Adopt-a-Unit** program. Through Adopt-a-Unit, VFW and its Ladies Auxiliary adopt hundreds of military units around the world. Adopt-a-Unit's goal is to develop supportive relationships with units before, during and after deployments to help deliver the vast network of resources VFW has available for the military.

Unmet Needs: VFW Unmet Needs was created in 2004 through a corporate partnership to assist military service members and their families who run into unexpected financial difficulties as a result of deployment or other hardships directly related to military service. Unmet Needs assists with basic life needs such as: mortgage and rent, home and auto repairs, insurance, utilities, food and clothing. Unmet Needs helps meet unanticipated financial demands on our service members' families that can't be remedied through existing means and provides our service members with the security of knowing that their families have additional support here at home.

The financial assistance is in the form of up to \$2,500 in grants that do not need to be repaid. All grants are paid directly to the "creditor" (such as the electric company), and not to the individual. Each case is reviewed individually and acceptance determined by a committee.

Source: <http://www.vfw.org/NMS/>

National Veterans Service

As the largest organization of combat veterans, we understand the frustrations that can arise with making a VA claim. That's why our National Veterans Service (NVS) was created. Our nationwide network of skilled VFW Veterans Service Officers helps you wade through all the bureaucratic red tape, offering you a better opportunity to get the disability claim you deserve.

You don't even need to be a VFW member to take advantage of this free service. **As a veteran, this is a service you've earned.**

A VFW Service Officer will:

- ✘ Offer research and advice to veterans who wish to handle their own claims.
- ✘ Assist veterans who are filing original claims for compensation and/or pension with the Department of Veterans Affairs and complete the required VA forms on behalf of the claimant.
- ✘ Assist veterans in reopening claims for service-connected disabilities and complete the required VA forms.
- ✘ Follow up on status of claims filed by veterans with the VA Regional Office.
- ✘ File Notice of Disagreement with the VA Regional Office if a veteran believes the decision made by the VA was incorrect.
- ✘ Review statements of the case from the VA regarding denials of claim and assist veterans with the preparation of responses.
- ✘ Assist veterans or surviving spouses in the preparation of appeals for denial of claims and file the appeals with the local VA Regional Office for forwarding to the Board of Veterans Appeals in Washington, D.C.
- ✘ Complete VA Forms other than for original claims.
- ✘ Answer/research telephone inquiries regarding medical, death/burial and other miscellaneous benefits.

Source: <http://www.vfw.org/Assistance/National-Veterans-Service/>

Buddy Poppy: Since 1922, the Buddy Poppy has been an integral part of the VFW community. As VFW's official memorial flower, the Poppy represents the bloodshed by American service members. It reiterates that VFW will not forget their sacrifices.

The Poppy movement was inspired by Canadian Army Col. John McCrae's famous poem, "[In Flanders Fields](#)." Poppies were originally distributed by the Franco-American Children's League to benefit children in the devastated areas of France and Belgium following WWI.

In 1922, VFW conducted a campaign and got Poppies from France. Members soon discovered it took too long to get the flowers in from France and they came up with a better idea. Disabled, hospitalized and aging veterans could make the paper flowers and ship them out to the members

for distribution. These men and women assemble the Poppies, tie them in bunches of 10 and pack them in boxes for shipment to the Posts and Ladies Auxiliaries.

VFW pays the disabled veteran for the work. In most cases, this extra money provides additional income for the worker to pay for the little luxuries which make hospital life more tolerable. Furthermore, Poppy assembly is often used as a therapy program to provide exercise for fingers and hands crippled by wounds, disease and the effects of age.

Another reason Poppies are so important is because all proceeds from distribution are used for veterans' welfare or for the well-being of their needy dependents and the orphans of veterans. More than 1,300 children of veterans have been, or are being cared for in the VFW National Home in Eaton Rapids, Michigan, thanks to a portion of Poppy funds.

Source: <http://www.vfw.org/resources/pdf/poppy.pdf>

Part IV – Ladies Auxiliary

History & Purpose

The Ladies Auxiliary to the VFW, founded in 1914 to help veterans and their families, is an integral part of the VFW volunteer efforts. The Ladies Auxiliary Bylaws call for members to:

"...maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism, and to preserve and defend the United States from all her enemies, whomsoever."

Promoting patriotism and helping veterans in need are just two of the many ways that the Auxiliary serves their Posts and America's communities. The Ladies Auxiliary also has its own volunteer programs directed at VA, state and community needs.

Source: <http://www.vfw10225.org/newmemb.PDF>

Membership

Eligibility: Wives, widows, mothers, foster and stepmothers (who have performed the duties of parent), grandmothers, daughters, granddaughters, foster and stepdaughters (who attained that status prior to the age of sixteen and for whom the duties of parent were performed), sisters, half sisters, foster and stepsisters (who attained that status prior to age sixteen) of persons who were or are eligible for membership in the Veterans of Foreign Wars of the United States.

Members must be citizens of the United States and not less than sixteen years old.

Women eligible for membership in the Veterans of Foreign Wars of the United States shall be eligible for dual membership in the Ladies Auxiliary.

Source: <http://www.ladiesauxvfw.org/html/main.html>

Dues Structure: Your membership dues will support the Auxiliary's mission to serve our nation's veterans and their families. Join now, and your membership will be valid through the end of the calendar year.

Annual Membership

Your dues of just \$20.00 will cover the cost of your first year membership through the end of the calendar year. Yearly membership renewals cost just \$17.00 thereafter.

Lifetime Membership

You can become a Ladies Auxiliary Life Member by making a one-time payment as shown below. You can also pay for your Life Membership with a credit card.

Age	One-Time Payment	Age	One-Time Payment
18-20	\$220.00	56-60	\$150.00
21-25	\$210.00	61-65	\$140.00
26-30	\$200.00	66-70	\$130.00
31-35	\$190.00	71-75	\$115.00
36-40	\$185.00	76-80	\$95.00
41-45	\$175.00	81-85	\$75.00
46-50	\$170.00	86-90	\$60.00
51-55	\$160.00	91 and over	\$50.00

Structure

Local Auxiliaries are established as a subordinate organization to the local VFW Post. The remaining structure of the Ladies Auxiliary is similar to that of the VFW, with the hierarchy building from Local Auxiliary to Post to County to District to Department to National.

Programs

The members of the Ladies Auxiliary VFW are committed to serving veterans and their families, promoting pride in America, teaching young people about the cost of freedom, and serving the community. To meet these goals the organization's 550,000 members throughout the United States, Germany, Guam and Panama conduct the following programs:

Americanism: Celebrating our heritage of freedom with the Statue of Liberty's Birthday Celebration, working towards a resolution of the POW/MIA situation, promoting pride in America, and ensuring that the public will never forget the sacrifices of America's soldiers who protect our freedom.

Cancer Aid & Research: Providing grants to members with cancer, helping in the educational effort to make the public aware of the importance of early detection, and supporting research throughout the country. You must be an Auxiliary member for at least one year to qualify for this grant.

Community Service: Cooperating with other organizations to meet the needs in our communities.

Extension: The purpose of the Extension program is to: Discover places that new Auxiliaries could be started; Identify struggling Auxiliaries and assist them; Reactivate disbanded Auxiliaries or transfer members of disbanded Auxiliaries to working Auxiliaries.

Hospital & Veterans Affairs Voluntary Services: Volunteering in hospitals and outpatient facilities around the country.

Legislative: Keeping members up-to-date on all bills affecting veterans and their families and the national defense. Making legislators aware of our positions.

Scholarships: The Auxiliary provides many scholarship opportunities to worthy recipients. Among the scholarships are the: Patriotic Art, Junior Girls Scholarship, Outstanding Hospital Volunteer, Continuing Education Scholarships, Lillian Campbell Medical Scholarship. Contact an Auxiliary officer for further information on any of these scholarships.

Veterans & Family Support: Assisting veterans as they return from active duty or from the hospital as they try to return to civilian life. Helping veterans and their families with transportation, childcare, and other services as needed.

Youth Activities: Providing opportunities for youth and educating them about our American heritage. Encouraging Junior Girls to participate in Auxiliary activities and serve their communities.

In addition to the programs listed above, the Ladies Auxiliary of VFW Post 7591 actively assists with every Post program!

Source: <http://www.ladiesauxvfw.org/programs.html>

Ladies Auxiliary Officer Positions

VFW "Day" Post 7591 Ladies Auxiliary has several elected officer positions that keep the Auxiliary (and Post) functioning day-to-day. The list of duties associated with each position is not all inclusive. Full information on the duties of the officers may be found in the *Manual of Procedure*.

President: The Auxiliary President shall: Preside over meetings; Enforce the bylaws and ritual of the organization and all orders from proper authority. She shall appoint all Officers and

committees not otherwise provided for. The Auxiliary President, within thirty days of taking office, submits to the Commander of the corresponding VFW Post, an itemized financial and membership report. The Auxiliary President countersigns all checks drawn by the Treasurer. The Auxiliary President appoints a committee to contact all members during the year for dues payment. She sees that all business of the Auxiliary is properly and efficiently transacted.

Senior Vice President: The Senior Vice President shall, when called upon, assist the President, and in her absence, discharge the duties of President. This position may be authorized to counter sign checks in the absence of the President for an extended time.

Junior Vice President: The Junior Vice President shall, when called upon, assist the President, and in her absence, discharge the duties of President. Other duties are assigned upon request of the President.

Conductress: The Conductress shall assist the President and perform such duties as the Ritual may prescribe. She shall arrange the room and put away paraphernalia at the close of the meeting.

Treasurer: The Treasurer serves as the Treasurer of all Auxiliary committees handling funds. She accounts for all funds in the Auxiliary books and collects all money due.

Chaplain: The Chaplain shall perform such duties in connection with her office as the Ritual may prescribe, or the President may require.

Guard: The Guard shall take her place at the door of the room in which the meeting is held and shall admit only those who are entitled to attend.

Trustees: It shall be the duty of the Trustees, no later than the end of the month following the expiration of each quarterly period, to properly audit the books and records of the Auxiliary and submit a signed written report to the Treasurer. The report will be read during an Auxiliary meeting for approval.

House Committee: The House Committee members attend a bi-monthly meeting of the Post House Committee, vote on agenda items involving the Post, and report back to the Auxiliary pertinent information as needed.

The Secretary, Historian and Patriotic Instructor are appointed by the President.

Secretary: The Secretary shall keep: (1) The current Bylaws of the Auxiliary; (2) Meeting minutes, to include the Treasurer's reports; (3) A General Order file for the current year; (4) A letter file for the current year; (5) A roll of deceased sisters; (6) A record of rejected applicants and expelled members. The Secretary shall send the names of the Delegates and Alternates to the National Secretary prior to the National Convention. She attests by her

signature all actions of the Auxiliary and attends to all matters of correspondence under the direction of the President.

Historian: The Historian shall collect all authentic material pertaining to the history of her Auxiliary, carefully compile the same, and submit a report at the end of the year.

Patriotic Instructor: The Patriotic Instructor shall maintain a record of all patriotic days and initiate programs for their proper observance and perform such other duties as the President may require.

Ladies Auxiliary Protocol

The protocol contained in this New Member Guide is intended only to familiarize newcomers to VFW "Day" Post 7591 Ladies Auxiliary with the basics and does not replace reading the Ladies Auxiliary Ritual. If you are interested in obtaining a copy of the Ritual, please contact any of the Auxiliary officers.

Ladies Auxiliary Meeting Protocol

- ✘ Alcohol is not permitted in the meeting room during the meeting.
- ✘ All remarks must be addressed to the President and not by one member to another.
- ✘ Any member who wishes to address the president will rise and say "Madam President," but shall not speak until she has been recognized by the president.
- ✘ When the secretary calls the roll, Officers will stand as their names are called and remain standing until roll call is completed.
- ✘ To make a motion, you should stand and be recognized than proceed with "I move..."
- ✘ On entering the meeting room after the Auxiliary is in session, members will show their membership card to the Guard and then proceed directly to a seat. You will not be admitted during opening or closing ceremonies unless you are required to do work of the Ritual or by order of the president.
- ✘ The Guard never leaves her position at the door while the auxiliary is in session unless she is relieved by someone appointed by the presiding officer to fill her position.
- ✘ There should be no movement or noise when the chaplain is opening or closing the Bible. If you are in transit, stop where you are until the Bible is opened or closed and the Chaplain has returned to her seat.

Ladies Auxiliary Meeting Order of Business

The following represents the general flow of Ladies Auxiliary meetings.

- ✘ Opening Ceremonies
- ✘ Officers Roll Call
- ✘ Introductions of Guests
- ✘ Membership Applications/Initiations

- ✘ Reading of previous meeting minutes
- ✘ Treasurer's Report
- ✘ Presentation of Bills
- ✘ Committee Reports, standing and special
- ✘ Unfinished Business
- ✘ New Business (Draping of Charter for deceased members, Election of Officers, etc.)
- ✘ Report of Trustees
- ✘ Suggestions for the Good of the Order (Instructions by Patriotic Instructor, new members and guests should be invited to speak, other announcements, etc.)
- ✘ Closing

Part V – Post Specific Information

Post and Auxiliary Activities

Bingo: Every Tuesday evening from 6:30 – 9:30 p.m., Day Post 7591 hosts a weekly Bingo tournament. The tournament is run in accordance with Wisconsin law. Bingo currently costs \$8.00 / session, with ten games per session. Two sessions are run each Tuesday night. Each session consists of nine \$100 payouts and one \$300 payout. There is also a progressive game run each night. Progressive cards cost:

# Cards	Cost
One	\$1.00
Three	\$3.00
Six	\$5.00
Nine	\$8.00

Prize money for the progressive game starts at \$500 and increases by half of the sales for that week until somebody wins. The starting number is 48 and increases each week until someone has a blackout by the posted number. If there is no winner by the posted number, play continues until someone has a blackout for a consolation prize of \$200. Food is available from 5:00-6:30 p.m.

Care Packages: Like many VFW Posts nationwide, our Post sends out care packages regularly to deployed military personnel serving overseas. Donations may be made at the Post at any time. Needed items vary, so if in doubt, contact any of the Post officers for ideas.

Color / Honor Guard: VFW “Day” Post 7591 is home to the award winning color guards “Black Knights” (VFW) and “Madison Dayettes” (Ladies Auxiliary). Color guard members volunteer their time to represent the Post and Auxiliary in ceremonies, parades, and other events. Post members who are unable to march may serve as Honor Guard members, who post colors for various functions. The only requirement to become a member of the Color / Honor Guard is the applicant must be a member of the Post or Auxiliary. Uniforms are provided, but the member must provide their own boots. The Color / Honor Guards march in several parades per year, provide services during Memorial Day and at Madison’s Veterans Memorial Park. Contact the particular team captain for additional information (see “Post Contact Information” attachment).

Euchre: Every Monday and Thursday afternoon from 1:00 – 3:00 p.m., Day Post 7591 hosts a weekly Euchre tournament.

Fish Fry: Every Friday evening from 5:00 – 8:00 p.m. the Ladies Auxiliary hosts a Fish Fry at the Post. Volunteers from both the VFW and the Auxiliary prepare, serve and clean up

afterwards. The current fish fry menu can always be found on the Post website at: <http://www.vfwpost7591.org/documents/VFW%20Post%207591%20-%20Fish%20Fry%20Menu.pdf>.

Hall Rental: VFW “Day” Post 7591 has a hall available for functions. The cost of renting the hall varies depending on the day of the week, time of year, and whether the upper or lower level (or both) is desired. Most non-profit organizations are provided the hall for free, depending on what type of event they are conducting. Post members and their immediate family members are given a reduced price on renting the hall. Included in the hall rental fee are bar staff and clean up. The kitchen is not available during rental periods. The hall is typically rented up until midnight, though that time may be extended with prior coordination.

Live Music: A wide variety of musicians perform at the Post. Music ranges from Oldies to County & Western to Rock. Bands typically play on Sunday, Wednesday and Friday evenings.

Omelet Breakfast: The Ladies Auxiliary hosts an omelet breakfast on the third Sunday of every month from October through June at 8:30 a.m. - noon.

Pig Roast: Every summer VFW “Day” Post 7591 hosts a pig roast as a fundraiser for a worthy cause. The particular cause that the Post donates funds to are voted on by the Post members before the event.

Texas Hold ‘Em Tournaments: VFW “Day” Post 7591 hosts a Texas Hold ‘Em tournament every Monday evening. Registration begins at 6:00 p.m. The tournament runs from 6:30 p.m. until a winner emerges. The buy-in is \$20 and play continues until a winner is established. Only one buy-in per night is permitted and no side-games are allowed. 100% of the buy-in money is paid out to the winners.

Meeting Schedule

Post Meetings: VFW “Day” Post 7591 has a general meeting the second Thursday of every month starting at 7:30 p.m. More information about Post meetings can be found under “Post Meeting Protocol” and “Post Meeting Order of Business” on page 31 of this guide.

House Committee Meetings: The House Committee meets on the 1st Monday of every other month starting at 7 p.m. More information about the duties of the House Committee can be found in the VFW “Day” Post 7591 by-laws.

Ladies Auxiliary Meetings: The Ladies Auxiliary of VFW “Day” Post 7591 has a general meeting on the second Thursday of every month starting at 7:30 p.m. (the same time as the Post meeting).

Post Protocol

The following section discusses elements of protocol as outlined in the VFW Ritual, September 2010 edition. The protocol contained in this New Member Guide is intended only to familiarize newcomers to Post 7591 with the basics and does not replace reading the VFW Ritual. If you are interested in obtaining a copy of the Ritual, please contact any of the Post officers.

Items To Bring To A Post Meeting

- ⌘ Challenge coin
- ⌘ 25¢, collected from each member at each meeting to help defray travel costs to the National Convention.
- ⌘ VFW cap
- ⌘ VFW membership card

Post Meeting Protocol

- ⌘ Alcohol is not permitted in the meeting room while the Post meeting is in progress.
- ⌘ Any member (including officers) who wishes to address the commander or presiding officer will render the military salute.
- ⌘ In meetings of the VFW, members holding office shall be addressed as "Comrade" followed by the title of the office they hold. All other members shall be addressed as "Comrade".
- ⌘ When uncovering, the hat is placed on the extended fingers of the right hand so that the Cross of Malta is exposed and over the heart.
- ⌘ Official caps will not be worn while eating food. The penalty fee is \$1, which is paid to the hospital fund.

Post Meeting Order of Business

The following represents the general flow of Post 7591 meetings. Not all steps are necessary at every meeting; these steps are marked (as necessary).

- ✘ Opening ceremonies
- ✘ Reading from the Congressional Charter
- ✘ Officer roll call
- ✘ Membership applications / eligibility report / balloting / mustering (as necessary)
- ✘ Read previous meeting minutes
- ✘ Officer reports
- ✘ Comrades in distress
- ✘ Committee reports
- ✘ Remember our National Home for Children
- ✘ Unfinished business
- ✘ New business
 - "New business" allows generally any new question (motion).
- ✘ Good of the order
 - "Good of the order" allows for specific suggestions, constructive criticism and thus to attempt in good faith to rectify wrongs. If necessary, to achieve a desired outcome, they can be proposed as main motions. This makes it unnecessary to revert back to the category of new business in order to act on them.
 - It is important to note that no tabled, postponed, referred, defeated or otherwise disposed of motion acted on by the body can be reintroduced under good of the order, as this would circumvent the assembly's previous action thereon
- ✘ Closing ceremonies