

FORM FOR RECORDING MINUTES

The Ladies Auxiliary to VFW Post _____ met in regular session on _____

The meeting opened according to the ritual at _____ p.m. with _____ members present.

President _____ presided.

Roll Call of Officers found all present with the exception of the following: _____

Visitors were _____

New Members _____

Investigation found all eligible for membership.

Motion by _____ to accept applicants into membership by voice vote.

Seconded by _____ MC.

Obligations were given to the following _____

READING OF MINUTES OF THE PREVIOUS MEETING.

Minutes of the previous meeting were read and approved, (or read and approved as corrected)

TREASURER’S REPORT: (Attach a copy of Treasurer’s Report)

Previous Balance _____

Total Receipts _____

Total Disbursements _____

Balance end of month _____

Presentation of Bills

Treasurer’s Supplies _____

Florist _____

Postage _____

TOTAL _____

READING OF OFFICIAL COMMUNICATIONS: General Orders # _____, Two Cents,

OTHER COMMUNICATIONS: _____

COMMITTEE REPORTS:

VETERANS AND FAMILY SUPPORT

AMERICANISM

CANCER AID & RESARCH

CHAPLAN'S REPORT

_____ Get Well

_____ Sympathy

_____ Thinking of You

_____ Telephone Calls

_____ Hospital Visits

_____ Nursing Home Visits

_____ Funerals attended by members

_____ Flowers sent to funerals from members Value _____

Flowers sent to Auxiliary Member in Hospital _____

Flowers sent to Funeral of Auxiliary members _____

COMMUNITY SERVICE/PROGRAM PARTICIPATION _____

HOSPITAL REPORT: Date _____

No. of Volunteers _____ Auxiliary _____ VFW _____ VFW Donations _____

No. of Patients _____

Mileage (Valued at 14 cents per mile) _____

No. of Hours spent at Hospital _____

No. of Hours spent in preparation _____ (all members)

Items donated and Value _____

Total spent and value of donated items _____

Actual money spent by Auxiliary _____

Type of Activity _____

LEGISLATIVE/VFW-PAC

MEMBERSHIP

Quota _____ Date made 85% _____ Date made quota _____ Membership to date _____

VOICE OF DEMOCRACY/PATRIOT'S PEN _____

YOUTH ACTIVITIES _____

UNFINISHED BUSINESS

NEW BUSINESS

ACTION OF TRUSTEES

_____ moved that the bills were in order and recommends they be paid.

Seconded by _____ MC.

Good of the Order: _____

CLOSING CEREMONIES

Meeting closed according to the ritual at ____ p.m. to be reopened on _____

Secretary _____

MINUTES APPROVED AS READ (OR CORRECTED) ON DATE _____