

VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY
DEPARTMENT OF COLORADO

GENERAL ORDERS #1

JUNE 17, 2018

All General Orders from the Department President are official and need to be read at the first meeting following receipt before being filed for reference.

1. Having been duly elected and installed into the office of President, Department of Colorado, according to the Constitution and Bylaws of the Veterans of Foreign Wars of the United States Auxiliary, I hereby assume command on June 17, 2018. All previously elected, appointed and committeemen's term of office is hereby declared expired and now ineffective.

The following officers have been duly elected and installed at the 94th Annual Convention held in Thornton on June 14 – 17 and will have full authority to act and shall be obeyed accordingly:

PRESIDENT:

Shelley Schlieman (7945)
3537 W 113th Ave Westminster CO 80031

SR. VICE PRESIDENT:

Kathy Carlson (7829)
19527 Kershaw Ct Monument CO 80132

JR. VICE PRESIDENT:

Patsy Gilmore (3917)
1719 Ascot Rd Colorado Springs CO 80906

SECRETARY/TREASURER:

Cindy Anderson (4331)
8281 Clay St Unit A Westminster CO 80031

CHAPLAIN:

Davina (Dee) Chappell-Haley (2551)
1103 State St Fort Morgan CO 80701

CONDUCTRESS:

Lucille Chavez (4171)
669 Miller Ct Lakewood CO 80215

GUARD:

Ronald Boone (2121)
2906 57th Ave Greeley CO 80634

2. Department Officers, Department Chairmen, District Presidents and Auxiliary Presidents:

All communications must be answered promptly, using the proper channels as listed on page 12 of the Booklet of Instructions.

3. Following are the Program Chairs for the 2018-2019 year:

Program Coordinator: Marsha Harrison (1) 7762 E Phillips Circle Centennial CO 80112
Achievement/All State President: Caroline Gelatt (6624) 3201 Claremont Ave Evans CO 80620
All State Treasurers: Cindy Anderson (4331) 8281 Clay St Unit A Westminster CO 80031
Americanism: Brandi Dolan (7945) 16439 E Center Dr, Aurora CO 80017
Auxiliary News & CO Veteran: Ann Mauck (2601) 2130 Squires St Longmont CO 80501
Buddy Poppy/National Home: Ray Moelder (6624) 3201 Claremont Ave Evans CO 80112
Courtesy: Dee Chappell-Haley (2551) 1103 State St Fort Morgan CO 80701
Extension: Ginny Rosa (12009) 416 S Pine Dr Bailey CO 80421
Games & Raffles: Glenna Medina (2121) PO Box 874 Platteville CO 80621
Hospital: Philip/Linda Reinbold (5812) 834 W El Portal Dr Pueblo West CO 81007
Legislative: Sara Robley (5812) 571 E Paradise Dr Pueblo CO 81007
Membership: Kathy Carlson (7829) 19527 Kershaw Ct Monument CO 80132
President Special Project/Veteran Pins: Ruth Gulden (1)10658 Crystal Way Morrison CO 80465
Program Reporting: Jackie Newlander (3631) 3218 S Andes St Aurora CO 80013
Scholarships: Stephanie Trujillo (6624) 636 S Ursula Ave Milliken CO 80543
Veterans & Family Support: Rena Cales (6461) 7461 Fortman Ave Fountain CO 80817
Ways & Means/Fund Raising: Queenie Barz (5231) PO Box 533 Mancos CO 81328
Amber Jenkins (3917) 5135 Quill Dr, Colorado Springs CO 80911

Youth: Lucille Chavez (4171) 669 Miller Ct Lakewood CO 80215

4. Department Officers, Department Chairmen, District Presidents and Auxiliary Presidents:

Please place the names of Shelley Schlieman, Department President and Cindy Anderson, Department Secretary on your mailing list so all activities will be reported to this office.

- 5. All Auxiliary Presidents, District Presidents and Treasurers:** In accordance with the Bylaws, all Installation Reports must be at National Headquarters and received by the Department Secretary by June 30, 2018. All Treasurers and Presidents must be bonded no later than August 31, 2018.
- 6. Auxiliary Presidents and Treasurers:** In accordance with the Department Standing Rules, dues notices will be sent by the Department Treasurer to all unpaid annual members and the cost of postage billed to the Auxiliary unless the Auxiliary Treasurer has notified the Department Treasurer in advance that they have sent out their own Auxiliary Dues Notices.
- 7. Auxiliary Secretary and District Secretary:** Please send the names and addresses of the Auxiliary and District Chairmen to the corresponding Department Chairman and Department Secretary.
- 8. District Presidents:** Please send a complete schedule of your District meetings including dates, time, and location to Department Secretary, Cindy Anderson 8281 Clay St. Unit A Westminster CO 80031 or email to codept.secretary@gmail.com. Please do not schedule any District Meetings during Western Conference to be held November 1–4, 2018 in Vancouver, WA.
- 9. District Presidents:** Annual Official Visits are very important and must be conducted. The Visiting Official should sign the Secretary’s and Treasurer’s books only if they are kept according to procedures outlined in the Booklet of Instructions. Every question on the Official Visit Report should be answered. A copy of the W-9 sent to National Headquarters and a copy of the filed 990 or 990N should be provided to the visiting Official.
- 10. Auxiliary Treasurers:** Membership dues should be processed promptly through Malta or sent to the Department Treasurer for processing. Do not hold dues. A copy of the application for all new and rejoined members should be sent to the Department Treasurer.
- 11. Auxiliary and District Trustees:** Audits for the quarter ends of June, September, December, and March must be sent to the Department Treasurer. Audits must be accepted by vote of the Auxiliary before being placed on file with the Department Treasurer within 30 days after the end of the quarter.
- 12. Hospital Reporting:** When filling out the Hospital Section of the Program Report forms, you must indicate if volunteer hours are provided by a VFW or Auxiliary member.
- 13. Minutes** of the 94th Department Convention held in Thornton, June 14 – 17, 2018 will be mailed or emailed to the members of the Convention Composition with the exception of the Delegates. See Section 812D.
- 14. Fall Council of Administration and Parade of Programs:** Are scheduled for August 18 – 19 at Fort Morgan Post 2551. The full schedule will be posted on the Colorado Department web-site. Workshops will be held starting at 10:30 AM Saturday August 18 on Social Media, Web-sites, Membership, and Secretary/Treasurer/Trustees prior to the Parade of Programs which begins at 2:00 PM. Joint meeting will be held on Sunday August 18 starting at 8:30 AM at VFW Post 2551. Separate meetings to follow. Meals will be served at the Post. ALL AUXILIARY MEMBERS ARE ENCOURAGED TO ATTEND ALL FUNCTIONS.
- 15. Joint Homecoming** will be held October 6, 2018 VFW Post 7945, 10217 Quivas St, Thornton, CO 80260. Festivities begin at 4:00 pm. Everyone is invited to attend.
- 16. To Department Commander** Steven Kjonaas, Department Officers and VFW Members, I hereby pledge the continued support of all the members of the Veterans of Foreign Wars of the United States Auxiliary, Department of Colorado.

BY ORDER OF:
Shelley Schlieman, President

ATTEST:
Cindy Anderson, Secretary