

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

**GENERAL ORDERS #4
May 1, 2018**

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

1. Department President, Caroline Gelatt's Special Project is the Colorado VFW Foundation, where eligible Veterans can receive a one-time grant up to \$500.00, please forward your donations to Department Treasurer, Cindy Anderson. In addition, \$2.00 from every Veterans Pin sold will benefit the Colorado VFW Foundation.
2. **Department Convention** will be held in Thornton, Colorado at the Joseph J. Jacques VFW Post 7945, 10217 Quivas Street. Thornton CO on June 13 through June 16, 2018. Caroline's red shirt with, blue, black or white slacks will be the dress for the Council of Administration meeting on Wednesday, June 13. The Official Blue blouse/shirt with black slacks, black jacket and black shoes will be the dress for all business sessions of the Auxiliary.
3. **Department Convention Credentials** will be mailed directly to all Department Officers, District Presidents and Past Department Presidents. **Credentials** for Auxiliary Presidents and Delegates will be mailed to the Auxiliary President by the Department Secretary. Note: *There are no credentials for Alternates.* It will be necessary for the Auxiliary President and Secretary to sign the credentials and affix the Auxiliary Seal before the credentials is given to the Delegates.
4. **Any Auxiliary in arrears** for submission of audits shall be deprived of their vote at the Department Convention. All rights shall be promptly restored upon proper adjustment of such deficiencies.
5. **Membership:** Keeping your membership current is the easiest way to keep our organization membership whole and healthy. Please pay your dues now. Your dues help to keep our congressional voice strong for active duty, veterans and their families. Having your dues current also entitles you to receive a cancer grant provided the eligibility requirements are met. Recruit new members by always carrying an application form with you. Use it to sign up your friends and family. The VFW Auxiliary may fix an admission fee of not less than \$5.00 per member. This entitles each new member to a membership pin and copy of the current Podium Edition Bylaws and Ritual. (See Section 102 of the Bylaws).
6. **A reminder to District Presidents** – Annual Inspections are very important and must be conducted in a timely manner. The Inspecting Official should sign the Secretary and Treasurer books only if they are kept according to procedures outlined in the Booklet of Instructions. Every question on the Inspection form should be answered. Copies of the Auxiliary W-9 and acknowledgement of filing the 990 should be on file for the Inspection Official to review.
7. **Please file your Program Reporting** forms with the VFW Department of Colorado. Your Program Chairman needs your help in receiving these forms in a timely manner so they can report your hard work. Remember the reporting year is April 1, 2017 thru March 31, 2018. All reports are due to Department Headquarters by April 15, 2018.

8. **Department Officers and Program Chairmen** need to have their typewritten convention book reports to the Department Secretary, Ginny Rosa no later than June 1

9. A special thank you to all those who attended the Parade of Programs in Pueblo West. I hope everyone was able to learn something new to take back to your Auxiliaries from the training sessions. The Program Chairmen did an outstanding job of promoting their programs and I am sure that you were able to take something back to your Auxiliaries.

BY ORDER OF:

/s/ Caroline Gelatt

Caroline Gelatt, President

ATTEST:

/s/ Ginny Rosa

Ginny Rosa, Secretary