

DEPARTMENT JUNIOR AMVETS COORDINATOR'S INSTRUCTIONS

Reviewed 2023

Section I – General Information

1. As Junior AMVET Coordinator for the Department of Michigan AMVETS Ladies Auxiliary, you are appointed to assist the AMVET Coordinator whenever possible to better the growth of the Department of Michigan Junior AMVETS.
2. As the Auxiliary Coordinator, your only responsibility to the Junior AMVETS is during a meeting or a social activity which has been pre-planned by the AMVET Coordinator & yourself. The parents are responsible for their children at all other times.
3. Coordinate information exchanges between all levels of Junior AMVETS Coordinators.
4. Copies of Local Junior AMVET membership, officer's lists and reports are to be sent to the Department Coordinators for their files. Mid-year reports are to be postmarked by December 5 and final reports are to be postmarked by June 5.
5. Report to the District President if there is any interest in forming a new Junior AMVET unit in their District.

Section II – Junior AMVETS Awards

1. Have the donors of Department Junior AMVET awards put in writing the criteria for winning the awards.
2. Have the donors of Department Junior AMVET awards supply in writing the addresses on where monetary donations are to be sent if monetary donations are part of the donor rules.

Please Note: This job has not been held for several years due to no Department Junior AMVETS group since before 2019. Prior Coordinators assisted Junior AMVETS with raffles, fundraisers, awards luncheons, classes, Jr AMVETS officer roles as well as many trips and other fun activities. This instruction should be updated when the need for this role in the Department resurfaces. (fdrg 2/2023)

