

**AMVETS Ladies Auxiliary Department of Michigan
LOCAL 2ND VICE PRESIDENT INSTRUCTIONS
2025-2026**

1. As the 2nd Vice President of your local, you are the Child Welfare Chairperson which means your projects and programs are those which involve children only. Programs/projects which involve families (Mom, Dad, etc.) fall under the category of Community Service.
2. Some projects you might want to be involved in are:
 - a) Halloween parties for children or Trunk or Treat events
 - b) Christmas parties for children
 - c) Easter egg hunt for children
 - d) If your Post has a summer picnic, you might want to play games for the children at the event.
3. Some other projects/programs could be contacting your local school to see if any of the children need special help. It could be helping a child with a coat or boots during the winter, providing snacks for an after-school program, supplying school supplies for a classroom, planning a Santa's Secret Shop where children can shop for their gifts to give to their family. This is Child Welfare because the shoppers can only be children – no adults allowed!
4. Many projects/programs can be very time-consuming and require extra help. Set up a Child Welfare committee made up of those members who love to volunteer, have good ideas about things to do and are happy to be involved. No one person can do everything – share the joy of helping children.
5. Set up a notebook to record all the work done by your Auxiliary members. It is much easier to fill out a report if you have an accurate record. Or you may wish to download the form and start filling it in monthly. Either way, keep a record of the workers, their hours, miles, the amount of money spent, the value of items donated, etc.
6. All projects should have prior approval of the Auxiliary, be recorded in the minutes and be performed in the name of the AMVETS Ladies Auxiliary.
7. One copy of your Mid-year Report is mailed or e-mailed to the Dept. 2nd Vice President, postmarked no later than November 5th of the current year. Always file a report. If something happens and you cannot get the midyear report finished in time, or you have not done your first project yet, write "Nothing to report at this time" on the Service Report

Form and get it in the mail. One copy of your annual (final) report is to be mailed or e-mailed to the Dept. 2nd Vice President postmarked no later than May 5th of the current year.

8. Reports are important because they are forwarded to the National Officer and compiled with all other reports to show just how much our AMVETS Auxiliary contributes to the needs of our country. These totals are proof showing we are a non-profit organization and tax exempt.
9. If you are unsure about an item to report, please contact your Department 2nd Vice President for answers to your questions.
10. Before completing your final report, be sure to read the requirements of the Child Welfare Donor Rules which can be found in the Convention Digest and/or on the Website. The Digest is mailed each March to your local President. There are instructions to follow which may result in your Auxiliary winning an award at the Department Convention in June. Although we are happy to help children in need, it is nice to be recognized for exceptional work.
11. Currently there are 3 Department awards available. #1 the PDP Kathy Biela Award for smaller Auxiliaries (10 to 60 members) #2 the PDP Nancy Middleton Award for larger Auxiliaries (61 and over members) #3 the PDP Patricia Witcher Penrickton Awards which is awarded to the Auxiliary doing the most for the Department project: Penrickton Center for Blind Children in Taylor Michigan. This form is found in the Convention Digest bulletin.
12. Project sheets and Service Report Forms can be downloaded from the Auxiliary website(www.amvetsauxdeptmi.org). You can download them to your Excel program and fill them out online. Be sure to use current forms. The current date will be on the bottom of the Service Report Form and the Project Evaluation sheet.
13. Please support the Department project There is a tour of the Penrickton Center each year. Sign up with your Dept. 2nd Vice and bring a few of your Auxiliary sisters with you. It will be well worth the travel time. It is a wonderful place.
14. Of course, putting on programs and projects can be expensive. There are many ways you can promote your projects: raffles, bake sales, lunches, breakfast events, steak fry's, yard sales, bingos, karaoke night contests, etc. You and your committee can come up with some new ideas.

- 15.** Read the bulletins on the website and the articles in our monthly Department Newsletter (which is sent to each Local President, or you may subscribe to it for \$12 a year). There will be ideas or suggestions to help you with your Office.
- 16.** Congratulations to you and we wish you the very best year of working with the children in your community. You have chosen a very satisfying and heartwarming service to be involved in.

Reviewed and Revised by the Department 2 nd Vice President - 2025
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