

AMVETS Ladies Auxiliary Department of Michigan
LOCAL 3rd VICE PRESIDENT INSTRUCTIONS
2024 - 2025

#1 As the Third Vice President, it is your duty to act as an aide and assist the President of your Auxiliary. whenever needed. You serve in the capacity of Community Service Chairperson.

#2 Community Service is any activity that benefits adults, or both children and adults, in the community. (If focus is children only, it is a 2nd VP Child Welfare project.)

#3 Learn the duties of the President and First Vice President in case you need to serve in their absence.

#4 Read all communications bulletins, newsletters, and any additional information you receive from the Department or National Officers. These communications can also be found on the Department website (www.amvetsauxdeptmi.org) where you will find links to the National Auxiliary's website. These communications contain critical information which can assist you with your program. Share the information with your members by including it in the reports you give at your meetings.

#5 Set up a notebook to record all Community Service work done by your Auxiliary members. It is much easier to fill out a report if you have an accurate record.

- Suggestion: when a program is complete, put it right on the service report form.
- If you do that each time, you will not have much work to do when it is time to file reports.
- Be sure to use the most current version of the service reporting form and project sheet or your reports will be rejected.

#6 All of your projects should have the prior approval of your 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. 3rd Vice President and postmarked no later than November 5th of the current year. Always file a report even if you have "Nothing To Report At This Time". One copy of your annual (final) report is be mailed or e-mailed to the Dept. 3rd Vice President postmarked no later than May 5th of the current year.

- Your project reporting is included with all projects reported to your Department service officer and sent to the Department NEC
- The Department NEC sends the Department service officers reports to their National counterparts to be combined Nationally and reported by AMVETS to the US Congress to influence veterans-related legislative priorities.

#8 Read the Donors Rules carefully and follow them to qualify for awards at the Department Convention. Donor Rules are sent to each Local President in a Convention Bulletin during the month of March by the Department. Have them handy when filing your reports.

#9 Project sheets and Service Report Form are available on the Department website (amvetsauxdeptmi.org). You can also download them and complete them right from your computer.

SUGGESTED COMMUNITY SERVICE PROJECTS

- PAWS With A Cause is an organization that trains service dogs for physically challenged individuals, autistic children, Seizure response and hearing-impaired individuals.
 - It is both the Department and National Auxiliary Community Service Project.
 - You will be receiving a lot of information on PAWS With A Cause throughout the year.
 - Donations to PAWS With a Cause are required to be eligible for awards on both Department and National levels.
- March is PAWS month. The purpose of this special month is:
 - To give our members a better understanding of our National programs through scheduled special activities and events.
 - To obtain publicity in local papers, radio and television stations to make the community aware of the support we give to these programs.
 - To make an extra effort to raise funds for these programs.
- Special Olympics - Area Councils are in need of volunteers to help with local and state events.
- Blood Drives - hold your own Post blood drive, donate blood or volunteer to work at a local blood drive. You can work in the canteen area or sign-up donors.
- Donate used eyeglasses to Welcome Home for the Blind, the Lions Club or eyeglass stores that have donation boxes.
- Cents off and refund coupons can be donated to the Department of Health and Human Services, Senior Citizens Centers and local churches.
- Senior Citizens - volunteer at a center or help seniors in your neighborhood with activities, food, clothing, writing letters, yard work, painting and/or transportation to doctor's appointments, shopping, etc.
- Attend local city, township or county council meetings and make AMVETS Ladies Auxiliary an organization for good government.

- Provide assistance to families in need - food, clothing, medical care, home furnishings, transportation, fuel, etc.
- Support the U.S. Postal Service Food Drive.
- Donate or volunteer for: Cystic Fibrosis Assoc., Muscular Dystrophy Assoc., homeless shelters, American Cancer Society, Humane Society/animal shelters, abused women's shelter or resource centers, Hospice, American Heart Assoc., etc.

Reviewed and Revised by the Department Parliamentarian April 2025
