

R U Healthy? Auxiliary to—Dos and Deadlines

AUXILIARY # _____ DISTRICT # _____ Auxiliary President: _____

Telephone: _____ Email: _____

Chief of Staff-Marianne McLane—3550 Deer River Road—Carthage, NY 13619
Please return form by May 15, 2023

What Your Auxiliary Needs To Do:	Deadline:	Date Completed:
Conducted Election of Officers & Delegates At April meeting .	April 30	_____
Installation Report sent to Department Secretary and National.	June 30	_____
President to provide a copy of last audit And membership as of June 30 to Post Commander.	July 31	_____
Bond Application submitted to National	August 31	_____
District Dues sent to District Treasurer Based on your June 30 Membership.	Sept. 30	_____
Audit Reports sent to Dept. Treasurer Period 4/1__ 6/30; Due by 8/31/ Period 7/1__ 9/30; Due by 11/30/ Period 10/1__ 12/31; Due by 2/28/ Period 1/1 __ 3/31; Due by 5/31/	Date Sent Date Sent Date Sent Date Sent	_____ _____ _____ _____
Annual Dues processed for President, Secretary and Treasurer by 12/31;	December 31	_____
Minimum of ten members --Dues Paid to maintain Charter	February 1	_____
Hold Monthly business meetings	July 1, to May 31,	_____ Indicate # of Meetings