



R U Healthy? Auxiliary To-Dos and Deadlines

AUXILIARY _____ DISTRICT _____

Auxiliary President: _____

Telephone: _____ Email: _____

CHIEF OF STAFF ~ KAREN A. DOTSON, CHAIRMAN
19 CALGARY LANE ~ BINGHAMTON, NY 13901
Tel: (607) 648-9271 – Email: kdvwaux@aol.com
Please return completed checklist by May 15, 2025

What Your Auxiliary Needs to Do:	Deadline:	Date Completed:
Conducted Election of Officers and Election of Delegates and Alternates at April 2024 meeting	o April 30, 2024	_____
Installation Report forwarded to Department Secretary and National Headquarters.	o June 30, 2024	_____
President to provide a copy of last quarterly audit and Auxiliary membership as of June 30, 2024 to the Post Commander.	o July 31, 2024	_____
Bond Application submitted for offices of President and Treasurer sent to National or bonded with an authorized bonding company.	o August 31, 2024	_____
District Dues sent to District Treasurer – Based on June 30, 2024 membership.	o Sept. 30, 2024	_____
Audit Reports sent to Department Treasurer Period 4/1 – 6/30, 2024; Due by 8/31, 2024 Period 7/1 – 9/30, 2024; Due by 11/30, 2024 Period 10/1 – 12/31, 2024; Due by 2/28, 2025 Period 1/1 – 3/31, 2025; Due by 5/31, 2025	o Indicate date audit report sent to Dept. Treasurer	_____ _____ _____ _____
Project, promotion and/or donation in National Programs. Refer to Program Books and <i>Auxiliary News</i> for goals, awards and more information.	o Refer to Program Books and <i>Auxiliary News</i> .	
Annual dues processed for President, Secretary and Treasurer by December 31, 2024	o Dec. 31, 2024	_____
Minimum of ten members in good standing – (2025 dues paid) in order to maintain charter.	o February 1, 2025	_____ (membership on Feb 1, 2025)
Hold monthly business meetings	o July 1, 2024 to May 31, 2025	_____ (Indicate # of meetings held)