

**APPLICATION TO INSTALL OFFICERS**

1. The Auxiliary President-elect will select the Installing Officer and send the name to the Department Secretary in sufficient time to permit issuing the necessary warrant. Auxiliary Officers shall be installed in their respective offices not more than 60 days prior to the convening of the Department Convention, but shall not assume their duties until the Department President is installed. **(Section 806A).**
2. The installation “warrant” shall be mailed to the Auxiliary Secretary and it shall be read by the Secretary at the time of installation as set out in the Ritual. If, for any reason, the installation is not held on the date originally stated, the Department Secretary must be notified immediately.
3. National and Department dues must be paid to the Department Treasurer on at least ten (10) members for the current calendar year.
4. The “warrant” is released by the Department Secretary upon receipt of application provided the office of Auxiliary Treasurer is bonded, the Auxiliary is current in their audits, and item #3 above is adhered to.

**NO AUXILIARY IS PERMITTED TO INSTALL OFFICERS WITHOUT THE PROPER WARRANT**

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**PLEASE COMPLETE AND MAIL DIRECTLY TO YOUR DEPARTMENT SECRETARY:**

Auxiliary No. \_\_\_\_\_ District No. \_\_\_\_\_

**Auxiliary Secretary:** \_\_\_\_\_ Member ID# \_\_\_\_\_  
Name

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Installation Date: \_\_\_\_\_ Location: \_\_\_\_\_ City: \_\_\_\_\_

**Installing Officer:** \_\_\_\_\_

Highest Office Held \_\_\_\_\_  
**(At least Past Auxiliary President or one who has held a higher elective office, in accordance with Sec. 806A)**

**Mail to Department Secretary:** \_\_\_\_\_ Jackie Gregory

**Address:** \_\_\_\_\_ W5463 Apple Ave.

\_\_\_\_\_ Medford, WI 54451

**NOTE: All Applications MUST be in the Department Secretary’s Office immediately following April Meeting**

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**DO NOT WRITE IN THIS SPACE.....FOR DEPARTMENT USE ONLY**

Date Application received: \_\_\_\_\_

Date Warrant Mailed to Auxiliary Secretary: \_\_\_\_\_