Policies and Procedures for Scholarship/ Chaplain

* Compose and send out Intro Letter **(Department Publication)**
	+ This letter should be sent to your local counterpart as per Local Revalidation forms received at the Department Post Convention Officer’s meeting.
		- Draft should be approved by Department President, 1st Vice, Secretary, NEC, and Mentor
			* **Due dates to be determined by Department President**
				+ Print letter, hole punch, and include in 3 ring-binder, applying a page number and writing in the corresponding page number to the table of contents **(Office Intro Letter)**
* Develop a theme and Chairman’s award to coincide with your theme for Scholarship
* **Complete Fall Bulletin**
	+ Should be a summary of the year so far
	+ review your Theme and Officer’s Award
	+ remind Local Auxiliaries when services reports are due by
	+ remind them what constitutes a service project for your service program (Scholarship is a project benefiting monetary needs for a student to continue their education)
	+ Provide suggestions for different project ideas
	+ Remind of Corresponding National Project
		- National Scholarship
			* **Due dates to be determined by Department President**
				+ Print letter, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Fall Bulletin)**
* **Fall SEC Report**
* Complete a printed report to be given to Department Secretary at Fall SEC Meeting
	+ Should be different than Bulletin, a brief summary of things to consider and include on Service Report, that 3 copies are required, etc.
		- Print report, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Fall SEC Report)**
* **Service Reports** (Mid-Year and End of Year)
	+ Review and collect Local Service Reports for mid and end of year reporting
		- 3 copies should be sent to you from local auxiliaries, ensure that service report is on the most up-to-date Service Report form as per National website, and should be signed by local president and chairwoman.
			* All monetary values should be rounded to the nearest dollar (aka $10.09 spent on new materials would be rounded to $10, $10.90 spent on new materials would be rounded to $11, etc.)
			* Contact local auxiliary counterparts that Service Report was received and advise of anything that was incorrect or praise for any project you found extremely interesting.
		- Send compilations of Local Service Reports on Department Service Report form to NEC as well as a summary of all projects completed by local auxiliaries.
			* Print report, hole punch, and include in 3 ring-binder, applying page number(s) and writing in corresponding page number(s) to table of contents. (Should be done for both mid-year and end of the year reporting) **(Mid-Year and End of Year Service Reports)**
* Attend Fall Officer’s Training
	+ Friday morning of Fall SEC
* Form a Service Committee (Should be 2-4 people from various local Auxiliaries who will be attending Friday afternoon SEC meetings and Thursday afternoon Convention meeting)
	+ **Fall SEC**- create a brief agenda of topics you would like to discuss at committee meetings
		- Give Committee Report at Saturday’s meeting
	+ **Spring SEC**- discuss common problems and issues you may have seen on Fall Service Reports and ask for feedback on how to correct these, possibly make recommendations to Training Committee
		- Give Committee Report at Saturday’s Meeting
	+ **Convention**- discuss and review applications for Officer’s Award, if more than one application have Committee vote on applications
		- If members from committee belong to auxiliaries who applied for the award, pull in an auxiliary member from an auxiliary that did not apply.
			* Give Committee Report at Friday’s Meeting.
		- Select winner of Rose Baldwin Scholarship
* Serve on the Honors and Awards Committee
	+ Ensure 1st Vice President is aware of your approved Officer’s Award
		- Review Award that Officer’s Award is listed correctly
		- Review Honors and Awards Program that Officer’s Award is listed correctly
* Review Rose Baldwin Scholarship and checklist, inform Department webmaster of any change 6-8 weeks Prior to Fall SEC
* **Complete Spring Bulletin**
	+ Should be a summary of the year so far
	+ review your Theme and Officer’s Award
	+ remind Local Auxiliaries when services reports are due by, remind them what constitutes a service project for your service program(Scholarship is a project benefiting monetary needs for a student to continue their education)
	+ Discuss some projects you saw from the Mid-Year Reports
	+ Provide Mid-Year Service Report numbers
	+ Remind of Corresponding National Scholarship
		- Print letter, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Spring Bulletin)**
* **Spring SEC Report**
* Complete a printed report to be given to Department Secretary at Spring SEC Meeting
	+ Should be different than Bulletin, a brief summary of things to consider and include on Service Report, that 3 copies are required, etc
		- Print report, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Spring SEC Report)**
* **Convention**
* Complete Convention Report and submit to Department Secretary
	+ **Due date to be determined by Department President**
		- Include summary of the year’s activities
			* Include Year End Service Report numbers
				+ Print Report, hold punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number(s) to table of contents **(Convention Report)**

**CHAPLAIN**

 **\*\*\*\*\* An intro letter should also be created separately as Department Chaplain and sent to local counterparts, as well as all Bulletins.**

* Send out condolence letters to next of kin for any deceased member notification received.
* Keep track and compile list of deceased members to be remember at Convention Memorial Program
	+ Last week of May reach out to local Presidents and Chaplains to confirm the names to be honored for the year. Advise that any names not included at this time WILL NOT be remembered at this year’s convention and will be held to the following convention
* Reach out to AMVETS and Sons of AMVETS Chaplains to coordinate the names for the printed programs for the memorial.
* Ensure batteries off all electronic candles to be used during the vigil are working.

**FOR BOTH**

* Draft up a succession letter to be included in 3 ring-binder, should include advice for the incoming officer for the next year, an example of a challenge or recommendation and a success story. **(Department Officer Succession Letter)**

**\*Ensure any approved Department or National Expenses are submitted NO LATER THAN the next immediate meeting after the expense is incurred.**

 **EXAMPLE: Fall SEC expenses should be submitted to Department Treasurer no later than Fall Officer’s meeting)**