**Item A**

Flowers and light refreshments are to be in place for the National President upon her arrival and to be paid for by the Department.

**Item B**

The Department President’s hotel room, on official visits, shall be paid by the Department Debit/Credit card unless the Auxiliary covers the expense.

**Item C**

The travel mileage reimbursement rate will be at the Federal Charitable per diem rate **or** Actual gas receipts.

**Item D**

A planned activity ticket and meal tickets for the Department Distinguished Guest Banquet, Awards Banquet and Mid-Winter Banquet for the National President, National Representative, National Council Member and Past National President shall be provided by the Department if not otherwise provided for.

**Item E**

Light refreshments, coffee service and meeting rooms shall be provided during the Department Convention at the expense of the hosting Auxiliary/Post.

**Item F**

All Department member(s) elected or appointed to a National office and the Department President corsage is paid for by the Department for National Installation. Is this relevant?

**Item G**

All Department Chairpersons and Officers submit original receipts to the Department Treasurer for reimbursement in a timely manner prior to June 30th each year.

**Item H**

The Department Ambassador’s funds of $50.00 be used for duplicating and mailing of promotional material to the National Ambassador, Department Program Ambassador, Department Treasurer (only for collection or distribution of funds, Auxiliary Presidents, Auxiliary Ambassadors. Ambassadors must submit a minimum of 4 promotional letters per year, each must be dated. Email is encouraged.

**Item I**

The Department Treasurer purchases and the Department Secretary and Program Coordinator prepare all certificates to be presented by each Department Ambassador at Department Convention, or to be included at the Joint Award ceremony during Joint Opening. The Department Treasurer will purchase the Department President’s plaque and pin, the Auxiliary of the Year plaque and medallion and have it printed for presentation at the Convention.

**Item J**

The Department Ladies Auxiliary will conduct a $10,000.00 raffle annually at the Mid-Winter Conference for the incoming President’s travel fund. The Department Treasurer will be responsible for all funds collected and payouts of such fundraiser utilizing the Raffle Account verified by the Audit Committee. Raffle tickets will be purchased by the Dept. Treasurer.

**Item K**

All proceeds from any sales at Department meetings or functions after the opening ceremony must be for the Department Ways and Means or the Department Presidents special project.

**Item L**

The funds received during the year for the purpose of Hospital/VAVS, not previously designated, be distributed after a meeting of the Hospital Committee and before June 30th to the area of the Department Convention.

**Item M**

The Department ***Buddy Poppy Contest*** occur annually and be judged during the Department Mid-Winter Conference with awards presented at that banquet for each of the (4) four categories

 **1st place= $40.00 2nd place= $30.00 3rd place $20.00**

**Item N**

The ***Vicki Webb-Nelson Scholarship***, adopted June 1970, shall have (1) one scholarship award of $1,000.00 annually and the name of the winner and alternate announced at the Department Convention. Funds to be distributed per scholarship rules. \*Refer to Vicki Webb-Nelson Scholarship

**Item O**

The ***American Flag Poetry-Essay*** contest was adopted by the Department and is done annually.

There are (12) twelve groups each awarded

  **1st place= $40.00 2nd Place=$30.00 3rd place= $20.00**

\*Refer to American Flag Poetry/Essay rules

**Item P**

The ***Patriotic Art*** contest was adopted by the Department and occurs annually. There are 3 winners awarded.

 1st **Place= $125.00 2nd Place= $75.00 3rd Place = $50.00**

**Item Q**

The ***Voice of Democracy*** contest was budgeted to award (3) places annually

 **1st Place= $100.00 2nd Place= $60.00 3rd Place= $40.00**

**Item R**

The Patriot’s Pen contest was budgeted to award 3 places annually

 **1st Place= $75.00 2nd Place=$50.00 3rd Place= $25.00**

**Item S**

The Jr. PDP will present the Auxiliary of the Year award at the Distinguished Guest Banquet. She will

arrange the PDP Luncheon meeting, complete with set up of the meeting with the gavel and minutes.

**Item T**

The Joan Katkus Scholarship was adopted June 2011 and one scholarship in the amount of $2,000.00 will

be awarded annually with the name of the winner and alternate announced at the Department

Convention. Funds will be distributed according to scholarship rules. \*See Joan Katkus Scholarship Rules.