Item A:

That flowers or light refreshments be in the National President’s hotel room and paid by the Department.

Item B:

That the Department President’s Hotel room on official visits shall be paid by the Department debit/credit card unless that Auxiliary would like to pay for the expense.

Item C: The travel mileage reimbursable rate will be rated at the Federal Charitable Per Diem rate or actual gas receipts, whichever is higher, for the given year.

Item D:

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

Item E:

That light refreshments/coffee service and meeting room shall be provided during the Department Convention at the hosting Auxiliary/Post expense.

Item F:

That any Department member(s) elected or appointed to National office and the Department President corsage be paid by the Department for the National Installation.

Item G:

That all Department Chairman and officers submit original bills to the Department Treasurer for reimbursement in a timely manner but no later than June 30.

Item H:

That a Department Chairman’s funds of $50.00 to be used for duplicating and mailing of promotional material to the National Director, Department Program Chairman, Department Treasurer (only if she is to collect/distribute funds), Department Chairman, Auxiliary President and/or Auxiliary Chairman. Chairman MUST submit a minimum of four (4) promotional letters per year, each must be dated. Electronic mail is encouraged.

Item I:

That the Department Treasurer purchase and the Department Secretary prepare all certificates to be presented by each Department Chairman during the Department Convention. Department Treasurer also purchases Department President’s Plaque, Department Presidents Pin and Guard, Auxiliary of the Year Plaque and medallion and have such printed for presentation at the Department Convention.

Item J:

That 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.

Item K:

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:

That 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 30 to the area of the Department Convention.

Item M:

That the Department Buddy Poppy Contest occur annually and be judged during the Department Mid-Winter Conference and Awards be presented at that banquet for each of the four categories with each receiving: First Place $40.00, Second Place $30.00, and Third Place $20.00.

Item N:

That the Vicki Webb-Nelson Scholarship was adopted in June 1970 and there shall be one scholarship award of $1,000.00 annually and the name of the winner and alternate announced at the Department Convention. Funds will be distributed per scholarship rules. \*Refer to Vicki Webb-Nelson Scholarship Rules.

Item O:

That the American Flag Poetry/Essay contest was adopted by the Department occurring annually and that there are twelve groups each awarded: First Place $40.00, Second Place $30.00, and Third Place $20.00. \*Refer to American Flag Poetry/Essay Rules.

Item P:

That the Patriotic Art contest was adopted by the Department occurring annually and that there are 3 winners awarded. First Place $125, Second Place $75 and Third Place $50.

Item Q:

That the Voice of Democracy contest was budgeted to award winners $200 annually; First Place $100, Second Place $60 and Third Place $40.

Item R:

That the Patriot’s Pen contest was budgeted to award $150 annually; First Place $75, Second Place $50 Third Place $25.

Item S:

Junior Past Department President will present the Auxiliary of the Year award at the Distinguished Guests Banquet. She will arrange the PDP luncheon meeting, setup luncheon facility. She will have responsibility of the PDP gavel and minutes.

Item T:

That the Joan Katkus Scholarship was adopted in June 2011 and there shall be one scholarship award of $2,000.00 annually and the name of the winner and alternate announced at the Department Convention. Funds will be distributed per scholarship rules. \*Refer to Joan Katkus Scholarship Rules.

Approved on: June 11, 2006

Revised / Approved on June 7, 2007

Revised / Approved on June 8, 2008

Revised / Approved on June 6, 2009

Revised / Approved on June 4, 2010

Revised / Approved on June 4, 2011

Approved on June 2, 2012

Revised /Approved on June 1, 2013

Revised/Approved on May 17, 2014