

Recurring Calendar of Reminders Tool

July & August

COE

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| 2-Jul | The VFW sends invitations to top three chairs for convention luncheons | |
| VFW & AUX | National Convention is held; check the Auxiliary website for exact dates | |
| 1-Jul | Continuing Education application process begins | |
| 31-Jul | Installation Reports must be received at National Headquarters | * |
| 1-Jul | VAVS Reps must be into HQ for COE - can be done as early as May | * |
| 31-Aug | All Auxiliaries must be bonded | * |
| VFW | CIC Homecoming, if they decide to have one | |
| Nat'l Aux | Website & MALTA member resources are updated for new year after Convention | |
| Nat'l Aux | Will see the first Blogs for all programs after National Convention | |

September

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| 30-Sep | Send Council Approved Audit and Budget to Nat'l HQ (by 10/1) | * |
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October and November

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| VFW & Aux | Conference Meetings are held (links to conferences on our website under events) | |
| 31-Oct | Due date for VFW VOD and Patriots Pen entries to be in to Posts | |
| 15-Nov | 990s must be submitted on all levels | |
| 15-Nov | Post VOD and Patriots Pen Judging Complete | |
| 30-Nov | COE - Training 4A and 4B to be completed in MALTA | * |
| 30-Nov | Letter to SV Presidents about appointing a Secretary | |
| 30-Nov | All Bond increases must be sent to National. | |

December

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| 31-Dec | President, Secretary & Treasurer dues must be paid on all levels | * |
| 31-Dec | Letters to SV President's about NP visit choices | |
| 31-Dec | Forms sent to Dept President for Department Convention requests | |

January & February

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| 5-Jan | Check COE for Paid Officers (Pres, Sec, Treasurer) - must be relieved from office | * |
| any day | Dept President give 54 pins to VOD student to bring to DC (do at your VOD Dinner) | |
| 10-Jan | Department VOD and Patriots Pen Judging Complete | |
| 15-Jan | Department VOD and Patriots Pen Judging due date to National | |
| 31-Jan | Dept must start to contact all Auxiliaries under 100% | * |
| 31-Jan | Forms due to National for Department Convention requests | |
| Nat'l Aux | We try to hold the National Mid-Year Conference in February (watch for details announced at the SV President's Conference). Open to anyone. Book thru VTS. | |
| 15-Feb | All applications for Continuing Education must be submitted to Nat'l Aux HQs | |

March

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| VFW | Typically, the VFW Legislative Conference is held the first week in March | |
| VFW | Typically, the VFW opens housing for the National Convention (watch for details) | |
| Nat'l Aux | VFW Auxiliary SV Conference held in Kansas City, MO | |

March Continued

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| 15-Mar | National will notify Departments of who their Convention Rep will be |
| 31-Mar | Due date for VFW Auxiliary Patriotic Art entries to be in to Auxiliaries |
| 31-Mar | Due date for Resolutions to be considered at this year's convention |

April

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| Nat'l Aux | National HQ will hold a Facebook Live with Guard Candidates (if possible) |
| Nat'l Aux | National HQ sends out National Officer announcements in stages |
| 15-Apr | Due date for VFW Auxiliary Patriotic Art entries to be in to Departments |
| 15-Apr | Due date for Dept Officer reaching out to Auxiliaries under 100% |
| 30-Apr | National Ambassadors must have received 4/6 promotions from all departments |
| 30-Apr | COE - Final required training must be complete |
| 30-Apr | COE - All Auxiliary must have done something for Veterans due date |
| 30-Apr | COE - Joint VFW & Auxiliary project must be reported |

May & June

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| VFW | Typically, the VFW CIC Membership Achievement trip (all can buy in) this year Aug/Sept |
| Nat'l Aux | National HQ sends out National President Love Gift letter to Depts |
| 1-May | Continuing Education recipients are notified |
| 5-May | Due date for VFW Auxiliary Patriotic Art entries to be in to National |
| 10-May | Program participation report must be completed in MALTA |
| 10-May | COE - What did you do to engage Auxiliaries must be reported in MALTA |
| 10-May | Due date for Dept President reporting outcome for Auxiliaries under 100% |
| 31-May | Due date for National Convention Pre-registration |
| 31-May | Due date for National Convention delegates into MALTA |
| Nat'l Aux | Forms for VAVS reps sent to the Sr. Vice President for completion |
| VFW & Aux | Department Conventions |
| 30-Jun | Dues must be paid on all lapsed members to remain a member |
| Varies | Departments to submit to Nat'l HQs what Aux are not allowed to vote at National Convention. Due within 5 days of Department Convention completion. |

Other items

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| Nat'l Aux | Council packets to Council member approximately 1 month before COA |
| All Levels | Per Bylaws Sec 810 - The President on all levels shall submit the last quarterly audit and a membership status report to respective Commander within 30 days of election. |
| All Levels | Check The Bylaws Section 814 for Audit due dates |
| New Aux | Newly instituted Auxiliaries, must obtain and forward EIN number via W-9 and bank account information to Nat'l HQ within 45 days of institution. |

This was created in 2024 as a guide to help you, updated 2025. Please check your emails, the E-News and/or the Website for announcements as things are subject to change at any time.