

To be read at the first meeting following receipt before being filed for reference.

February – March

1. Investigating Committees need to look in their Podium Book at pages 5-11 to identify ribbons and medals. Please make sure all spaces are filled in, (especially the birth date, telephone number and that the application is signed and dated).
2. No membership applications will be processed without payment.
3. If you have a change in Officers, please notify the Department Secretary Cindy. This is for all Officers, not just the President, Secretary, and Treasurers.
4. Please notify the Department Secretary of any changes to the meeting time, date, or location.
5. There are 3 different sheets for Delegates - one is for District Delegates, the second is for Department Delegates and the last sheet is for National Convention Delegates. Look in your Podium Book under Article III Sec. 301 page 33 in the 2024 Podium Book. Each level has a different number of Delegates see sec. 302 ,303 and 304.
6. Delegates must be voted on – see Article III sec 306.
7. Trustees, when doing an audit please look in the Booklet of Instructions Page 23 - what should be brought to an audit.
8. Hospital -\$3.00 per member. We still have many Auxiliaries that have not paid. Please look at the Consolidated Report to ensure payment has been received and credited. If you have questions, please call Cindy Burkey – Dept. Treasurer.
9. Health and Happiness is 10 cents per member or 25 cents per member based on last years membership. This can be paid in Malta under Gifts or a check can be sent to National Headquarters earmarked H&H. Again, questions should be directed to Cindy Burkey.

Loyally,

Rose Green, President

Department of Washington Auxiliary