

SECOND VICE PRESIDENT'S INSTRUCTIONS

Reviewed 2024

Section I – General Information

1. At the post-Convention SEC meeting, you will ask for approval of any special Chairman's award you wish to present. If not available at this meeting, you may ask for the approval at the Fall SEC meeting.
2. You will serve as a member of the Honors and Awards Committee to judge the service program reports at the Department Convention.
3. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5th for the mid-year report and May 5th for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
 - a. Each mailed report must have the envelope stapled to the back of the report. If reports are submitted electronically, you will download a copy of the e-mail which shows the date submitted and staple it to the report.
 - b. When the deadline falls on a Sunday or a holiday, the next business day will only apply for the Post Office date. ~~only~~ but NOT for email.
4. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. Corrections are to be made in RED only. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
 - a. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.
 - b. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the awards presentations.
 - c. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
5. Department Service Officers shall send one copy of their completed National "Department Service" mid-year report postmarked or emailed no later than November 20 and final report postmarked or emailed no later than May 20 to the Department NEC Woman. Form is available on the National and Department websites.

6. The Local Auxiliary mid-year and final year end Service Reports, Evaluation Forms and any correction letters are to be retained by the Department Service Officer until the Honor & Awards Committee meeting held at the Department Convention.

Section II –Judging and Awards

1. The Youth Volunteer certificates are to be the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates. It is the responsibility of the Local Auxiliary Officer to report Youth volunteers to the Department Officer, who in turn will be responsible to give the information to the Executive Secretary for the Convention book. The list will also be included with the report sent to the NEC Woman.
 - a. The only Youth volunteers to have their individual names listed in the Convention book are Junior AMVETS and those volunteers affiliated with the AMVETS family.
 - b. The Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, number of volunteers participating, number of hours for all volunteers, and a list of projects they participated in.
2. Bring all mid-year reports to the Honor & Awards meeting, which is normally scheduled before the Spring SEC meeting. Be sure you have gone through them and made the needed corrections. At this meeting, the Service Officers can meet with the Honors and Awards Chairman and become familiar with the various programs they will be judging at the Department Convention. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.
3. For award judging at Convention, bring all your final & mid-year reports to the Honor & Awards Committee meeting. If you are unable to attend this meeting, notify the Committee chairman and the Department President to discuss who will represent your service area for you.
4. Be prepared to only discuss your top five (5) final reports. If your awards indicate two categories of selection (10-40 members & 41 members and over), separate your reports into those categories and be prepared to discuss your top five (5) Final reports in each category. At the end of this meeting, all service reports will be given to the Chairman for disposal.
5. You can receive information regarding local Auxiliary donations from the Department Treasurer at any time.

6. You and the Department President will sign the certificates for your respective winning reports.
7. The decision of the Honor & Awards Committee is final.

Section III – Department Child Welfare Project

1. The Department project for Child Welfare is Penrickton Center for Blind Children.
2. After conferring with the Department President, you are to arrange a visit to Penrickton. Once the date has been confirmed, you will put an announcement on the Department website and/or in the monthly newsletter inviting all members of the AMVET family to join in the visit. In your announcement, stress that if a member plans to attend the visit, they are to contact you so you can notify Penrickton with the approximate number of people who will be on the tour.
3. Once the President has drafted her tentative Convention agenda, contact Penrickton to confirm their attendance so you can present them with their donation check. If a Penrickton representative is unable to attend Convention you will compose a letter, enclose their check and forward it to their headquarters.

Section IV – Worchid

1. In your bulletins, you will promote the Worchid program and explain how this program works with the children of deceased Veterans.
2. Advise the Local members how they can work with the Local Veteran's Council or funeral home for the names of deceased Veterans with children under 18 years of age.