

AMVETS Ladies Auxiliary Department of Michigan
LOCAL 2ND VICE PRESIDENT INSTRUCTIONS
2024-2025

- 1. As the 2nd Vice President of your local, you are the Child Welfare Chairman.**
- 2. You are an aide to the Auxiliary President. You should be familiar with the duties of the President and 1st Vice President in case you need to serve in their absence.**
- 3. Child Welfare is an activity which benefits children only. (If a project also includes adults, it is 3rd VP Community Service project). The Department Child Welfare project is Penrickton Center for Blind Children.**
- 4. Worchid (War-Kid) is a program for children of a deceased veteran. A Worchid is a child or young adult under 18 years of age and whose parent (father or mother) is deceased either while in military service or after leaving the service. There is more information on Worchid at the end of these instructions.**
- 5. Read all communications including the bulletins of the National and Department officers on the National and Department websites. They should contain information which can assist you with your program. Share the information with your members by including it in the reports you give at your meetings.**
- 6. Set up a notebook to record all work done by your Auxiliary members. It is much easier to fill out a report if you have an accurate record. Or, you may wish to download the form and start filling it in monthly**
- 7. All projects should have prior approval of the Auxiliary, be recorded in the minutes and be performed in the name of the AMVETS Ladies Auxiliary.**

- 8. One copy of your Mid-year Report is mailed or e-mailed to the Dept. 2nd Vice President, postmarked no later than November 5th of the current year. Always file a report even if you have “Nothing To Report At This Time”. One copy of your annual (final) report is be mailed or e-mailed to the Dept. 2nd Vice President postmarked no later than May 5th of the current year.**

 - **Your project reporting is included with all projects reported to your Department service officer and sent to the Department NEC**
 - **The Department NEC sends the Department service officers reports to their National counterparts to be combined Nationally and reported by AMVETS to the US Congress to influence veterans legislative priorities.**
 - **Worchid programs/projects are reported on the Child Welfare Report.**

- 9. Read the Donors Rules carefully and follow them to qualify for awards at the Department Convention. Donor Rules are sent out in a Convention Digest bulletin each March by the Department. They are sent to the local President and available on the Department website. Check with your President or on the website for a copy and have them handy when filing your reports.**

- 10. To apply for the Penrickton Award, you must complete the Penrickton Award Form and file it with your annual (final) Child Welfare Report. This form is also found in the Convention Digest bulletin.**

- 11. Project sheets and Service Report Forms can be downloaded from the Auxiliary website (amvetsauxdeptmi.org). In many cases, you can download them to your Excel program and fill out the form online.**

- 12. The National Child Welfare project is John Tracy Clinic. April is John Tracy Clinic month.**

****INFORMATION ON THE WORCHID PROGRAM**

- **To promote and to ensure that children of deceased veterans are NOT forgotten.**
- **You may be able to contact an eligible WORCHID through your local Veteran's Affairs Office, District or State, by word of mouth or local through churches.**
- **After contact is made with a parent, let them know what you are able to offer and do for the child. If interest is shown, follow up with finding out what the child would like to do.**
- **Do not force your involvement if the family is not interested.**

****SUGGESTIONS FOR WORCHID PROJECTS**

- **Send birthday cards, small gifts or cards on holidays.**
- **Include a Worchid in Post activities and/or take them to the movies, circus, zoo, park, ball games, to lunch, etc.**
- **Be a friend, mentor, adopted mother or grandmother to a Worchid.**

Updated by 2023-2024 Department Parliamentarian
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