

VFW AUXILIARY DEPARTMENT OF WASHINGTON



Date: March 31, 2021

To: Department of Washington Presidents

From: Cindy Burkey, Dept. Secretary/Treasurer

Subj: 2021-2022 Installation Forms

VERY IMPORTANT INFORMATION – PLEASE READ THOROUGHLY!

2021-2022 Warrant and Installation Report for Auxiliaries and/or Districts

On Wednesday, April 1, 2020, Secretaries at ALL levels will be able to start inputting Installation Reports in MALTA. If you are able to navigate in MALTA and can complete this without assistance, please do so immediately following your installation of officers and ensure you send ME a copy ASAP. If you need assistance with input, I am happy to help you! I will need your copy of the Installation Report and I will input this for you. In all cases, I still require a copy for our file. Please do not send to National – we can handle this at the Department level.

Information must be inputted into MALTA or sent to me for input by May 24th (or 30 days prior to Dept. Convention). If this task is not completed by June 24th for any reason, National must input. However, there really should be no need for any of our Auxiliaries to not have completed this task.

Also, kindly remember that we use the data you input for the Installation Officers, to put our Department Roster together. So, you see how we complete the circle!

2021 National Convention Delegate/Alternate Form

On Wednesday, April 1, Secretaries at ALL levels may also start inputting the names of your Auxiliary's elected Delegates and Alternates to National Convention. Names must be entered into the MALTA or received at National Headquarters by May 31, 2021. No Delegate/Alternate lists will be accepted at National Convention.

Secretaries ... you may provide Delegate & Alternate names one of three ways:

- Enter Delegates and Alternates in MALTA.
- Email Delegate and Alternate names to info@vfwauxiliary.org. If emailing Delegate and Alternate names, please include VFW Auxiliary Number, date of election, and the name of the Auxiliary President and/or Secretary.
- Fax Delegate and Alternate names to 816-931-4753.

Use the National Delegate & Alternate Form and be sure you have the member's Membership ID number. This will help inputting go faster.

It is important to remember that your Auxiliary will NOT have its allocated voting strength at National Convention unless Delegates and Alternates are properly entered in MALTA or received at National Headquarters by May 31.

As always, you are encouraged to retain a copy of all Delegates and Alternates for your records. And, it is suggested you bring a copy with you to National Convention.

Finally, if you have any questions whatsoever, please let me know. I would like to see this process shored up this year – less drama is good! And, I appreciate your attention to this very important matter.

Many thanks!