**VFW Auxiliary Department of Oregon**
**Jr. Vice President's Message — November 2026**

Sisters and Brothers,
As we enter November, I encourage every Auxiliary to prioritize monthly reporting. Reporting is more than paperwork. It documents our service, demonstrates our impact, and helps protect our nonprofit status.

Each month, please record your Auxiliary members' volunteer hours, activities, donations, community outreach, and other program accomplishments using the Department's reporting worksheet. Submit your information to the appropriate Program Chairman so they can compile accurate reports and share our collective accomplishments with National. Our reporting year is April 1, 2026 – March 31st, 2027. (Membership continues until June 30, 2027.)

**Please do not wait until March to complete your reports!** Waiting until the end of the reporting year can lead to missing information, forgotten volunteer hours, and missed opportunities for recognition. Monthly reporting keeps our records accurate, helps our chairmen meet deadlines, and provides documentation of the important work we do in our communities.

**Plan Now for Year-End Reporting**
Take time now to review the current VFW Auxiliary National and Department of Oregon year-end reporting expectations. Pay particular attention to the **National Citation requirements** for each program. Review the eligibility criteria, required activities, documentation, and submission deadlines so your Auxiliary can plan projects that meet the requirements.

Ask yourselves:

- Are we recording our activities and volunteer hours every month?
- Have we reviewed the National Citation requirements for each program?
- What projects can we complete before the reporting deadline?
- Have we submitted our reports to the appropriate Department Program Chairman?
- Do we have the documentation, photographs, and participation information needed to support our accomplishments?

Remember, members who volunteer independently can also contribute to our reporting when their service aligns with an Auxiliary program and is documented appropriately. Every hour and every act of service can help tell the story of how we support veterans, military families, and our communities.

**Helpful Websites**
Please use both official websites throughout the year to stay informed, review program requirements, and prepare for year-end reporting.

- VFW Auxiliary National: https://vfwauxiliary.org/ - Find National Program information, resources, forms, and National Citation requirements
- VFW Auxiliary Department of Oregon: https://vfwauxor.org/ - Check Department announcements, state resources, forms, deadlines, year-end reports, and contact information.

Make these websites part of your monthly reporting routine. Review the requirements, track your progress, and contact your Program Chairman or Department leadership whenever you need clarification.

**Questions? Please Ask!**
If you need help understanding the reporting worksheet, program requirements, National Citation criteria, or deadlines, please reach out to your Department Program Chairman or Department leadership. We are here to help you succeed.

Thank you for the time, dedication, and compassion you bring to our organization. Let's stay organized, report consistently, and have an amazing year supporting our mission!

**Together, we can document our service, support our program chairmen, and demonstrate the positive difference Oregon VFW Auxiliaries make every day.**

**Tracy Bogard**
Jr. Vice President
VFW Auxiliary, Department of Oregon