

Military Order
of the Cootie
Auxiliary



Supreme Program
Book

Billie Cassidy

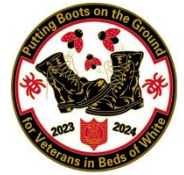
Supreme President
2023 - 2024



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SUPREME PRESIDENT'S MESSAGE

To: Supreme Officers, Past Supreme Presidents, Grand Presidents, Auxiliary Presidents and Supreme Chairmen, and Members

Here we are into another year. Time sure does fly by.

I would like to give a great big shout out of THANKS to both the MOC and the MOCA for your support and especially to the MOCA for electing me as Supreme President of this GREAT Organization. I am humbled. We all have been through a lot and maybe the worst is over. But the great thing about the members of this organization is that we don't give up.

Congratulations to all the newly elected and appointed officers of the MOCA.

My theme is "Putting Boots on the Ground for Veterans in Beds of White." You have all heard the phrase of having "Boots of the Ground." As a dual member of the VFW and VFW Auxiliary and the MOC and MOC Auxiliary, my pin represents them all.

This year my President's project is going to be a Joint Project with the MOC and the MOCA. It is called "Operation Big Boot" raising money for Suicide awareness. Monies raised will go to a Suicide Awareness program of choice as voted on at your Grand.

My National Home Special Project is also a Joint Project with the MOC. We are joining together in a two-part project:

1. Our first part will be for music equipment like pianos and drum sets for the National Home music program. When children learn music, they carry this knowledge on into life to other activities. We can support this music program by purchasing musical instruments.
2. The second part is to help out with a project called "Heroes to Hives." This is a unique program that will be offered through Michigan State University Extension and will seek to address financial and personal wellness of veterans through professional training and community development centered around beekeeping at the National Home.

Now, it is time to roll up our sleeves and "Put our Boots on the Ground" for our Veterans in Beds of White. Continue to think outside that box and be creative because by doing this we can accomplish a lot for our Veterans and the National Home.

We need to work on our membership. As the MOC says "Let's keep multiplying and Increasing in our membership." I know everyone can recruit "JUST ONE MORE" to our organization and get'er done.

Congratulations to our newly elected Supreme Commander Mark Larkin and the Line Officers in the MOC. I know we will all have a great year working together.

You are all in my thoughts and prayers. Please stay safe in all you do.

Loyally,
Billie Cassidy
MOCA Supreme President
bscassidy@tds.net
Cell: 931-628-1774





SUPREME COMMANDER'S MESSAGE

From: MOC Supreme Commander Mark P. Larkin
To: Supreme Military Order of the Cootie Auxiliary
Subj: Military Order of the Cootie Auxiliary

Listen Up Cootie Auxiliary,

I open this dialogue this way because in our (MOC) Ritual it states to use these terms of “Listen Up Cooties” when doing official correspondence with Cooties and I consider all of you Cooties. As I know it has been suggested we come up with another name for MOCA members. I am not of that ideology; we are all Cooties and under my watch will remain that way. I am very PRO-Auxiliary and will do whatever it takes to help you succeed in all your endeavors. As I realize and I understand, the more successful YOU are, the more successful WE are.

Your President and I talk often, we always talk about how we are going to help each other's organizations, as we must move forward together. Hence, why we are combining our efforts on the National Home Project of supplying the Veterans and family members with musical instruments so they can practice at home after their lessons. This National Home program is designed to help those to heal from the wounds we cannot see and find solace through music. We have made a large pledge of \$10,800.00; we know this is a very steep pledge, but together we can do anything. Also, if we (together) surpass this goal, the excess will go to the Hives for Heroes program. The National Home has already started this program. When I went to VFW National Head Quarters, the director of the National Home (Mike Wilson) gave the MOC/MOCA credit for pushing for this program to be started. How cool would it be to purchase VFW National Home Honey? The end game for this program is for it to be self-sustaining so the National Home can provide some of their own funding, while teaching veterans and their families a means for their own self-sustainment.

In conclusion, Sisters and Brothers of the Auxiliary, I am always humbled in your presence, and I hope to prove to be one of your best assets. I look forward to working with each of you. Although, I do not consider it work, so let's have FUN as we help as many Veterans and family members that we can.

Till we meet again, may your days be filled with happiness and joy in your hearts.

LOTCS

Mark P. Larkin

Supreme Commander
Cootie #122 PT-3 of NC



M.O.C. INFORMATION

Supreme Commander

Mark Larkin
212 Shore Drive
Havelock, NC 28532

Phone: 212-503-1471

E-mail: mark.larkin1966@gmail.com

Supreme Sr. Vice Commander

Robbie Normand
30130 Brassie
Tehachapi, NV 93561

Phone: 360-270-2927

E-mail: robie.normand@gmail.com

Supreme Quartermaster

Gary Dressel
Supreme MOC Headquarters
604 Braddock Avenue
Turtle Creek, PA 15145

Phone: 412-824-2240

E-mail: Supremehqmoc@lotcs.org

Supreme Adjutant

Tracy Woodman
701 Wolcott Street
Sparta, WI 54656

Phone: 608-498-0214

E-mail: h2bdsvets@yahoo.com



Love Gift

To: Supreme Officers, Past Supreme Presidents, Auxiliary Presidents & Members:

It's that time again and one of the duties of being Supreme Sr. Vice President for the year 2023-2024, is to compose the "Love Gift" letter.

I am honored to have Billie Cassidy as our Supreme President. She has done a fantastic job all the past year and I know she will continue as she goes through this year.

This is an early reminder to show your appreciation for her leadership and continued dedication.

Please remember to send your "Love Gift" on her behalf to:

Supreme Treasurer
Sandra McKinley
13440-126th Ave
Largo, FL 33774

Remember to earmark the check "Billie's Love Gift." This gift will be given to her at the Supreme Convention to be held in Louisville, Kentucky, 2024.

Thank you to all for making this past year a most interesting and educational year. I have enjoyed meeting so many wonderful members and seeing all the marvelous ways you help our Veterans and their families.

If you have any questions regarding this request, please call or e-mail me.

God Bless you all and a GIANT hug!!

Patches Presfield

Loyally,
Patches Presfield
Supreme Sr. Vice President

patpres@yahoo.com

2424 N. Illinois Ave.
Joplin, MO 64801

320-420-3182





*Supreme
Elected
&
Appointed
Officers*



SUPREME AUXILIARY ROSTER

SUPREME M.O.C. AUXILIARY LINE OFFICERS

Supreme President	Billie Cassidy 7808 Hwy 412 E Linden, TN 37096	Home: 931-589-5055 Cell: 931-628-1774 E-mail: bcassidy@tds.net
Sr. Vice President	Patricia "Patches" Presfield 124 37 th Ave N St Cloud, MN 56303	Home: 320-230-3182 Cell: 320-420-3182 E-mail: patpres@yahoo.com
Jr. Vice President	David Johnson PO Box 1701 Cottage Grove, OR 97424	Home: 541-942-2002 Cell: 805-451-0413 E-mail: bestump55@q.com
Treasurer	Sandra McKinley 13440 126 th Ave Largo, FL 33774	Home: 727-596-2789 Cell: 727-403-1612 E-mail: sanmckin13440@gmail.com
Chaplain	Dawn VanTassell 110 Burgundy Ekron, KY 40117	Cell: 502-655-1379 E-mail: dawnmvantassell@gmail.com
Conductress	Gloria Corno 41 Brookville Court Edison, NJ 08817	Cell: 732-407-1068 E-mail: vfwa5@aol.com
Guard	_____ _____ _____	Home: Cell: E-mail:

APPOINTED OFFICERS (ON COUNCIL)

Secretary	GeorgeJean Zimmerman 9117 SW 31 st St Oklahoma City, OK 73179	Cell: 443-480-5656 E-mail: gjazzzman@gmail.com
Asst. Secretary	Kathy Browne 745 NE 200 th Ave Old Town, FL 32680	Cell: 352-356-316 E-mail: bellyacres239@gmail.com
Parliamentarian	Patricia Potter 546 Banning Beach Rd Tavares, FL 32778-2141	Cell: 314-420-3756 E-mail: ppotter1293@gmail.com

APPOINTED OFFICERS (ON COUNCIL) Cont.

Asst. Parliamentarian	Jennifer Winn 952 Avatar Dr. Virginia Beach, VA 23454	Home 757-721-0002 Cell: 757-478-4526 E-mail: jen.vfwa.moca@gmail.com
Hospital Commissioner	Ruth Schoonover 3096 Angela Lane Oak Harbor, WA 98277-9026	Cell: 360-675-3609 E-mail: rshospmoca@gmail.com
Asst. Hospital Commissioner	Lori Nettles 2747 Mt. Baker Hwy Bellingham, WA 22193	Cell: 360-961-7873 E-mail: lorinhardy@yahoo.com
Inspector	Marquitta Hill PO Box 16113 Hattiesburg, MS 39404	Cell: 601-59-7546 E-mail: nicolevfw@gmail.com
Chief of Staff	Peggy Bell 1377 Hunters Lane Radcliff, KY 40160	Cell: 954-609-9489 E-mail: peggythomas1014@gmail.com
VAVS Representative	Lori Nettles 2747 Mt. Baker Hwy Bellingham, WA 22193	Cell: 360-961-7873 E-mail: lorinhardy@yahoo.com
VAVS Deputy	Sandra McKinley 13440 126 th Ave Largo, FL 33774	Home: 727-596-2789 Cell: 727-403-1612 E-mail: sanmckin13440@gmail.com

SUPREME PAST PRESIDENTS (ON COUNCIL)

Three Year	Cathy Seipple	Cell: 602-332-1253
Two Year	Debbie Thie	Cell: 727-463-4783
One Year	Jennifer Winn	Cell: 757-478-4526

SUPREME DISTRICT HOSPITAL COMMISSIONERS

District 1 (DE, DC, MD, PA, VA, WV)	Vickie Petersen 1298 Moberly Rd Richmond, KY 40475	Cell 435-850-8270 E-mail: vpetersquilts@gmail.com
District 2 (AL, FL, GA, LA, MS, NC, SC)	Debbie Thie 462 Creekside Ct. Monticello, FL 32344	Cell: 727-463-4783 E-mail: dlthie33774@gmail.com

SUPREME DISTRICT HOSPITAL COMMISSIONERS Cont.

District 3 (IL, IN, KY, MI, OH, WI)

Julie Constable
6907 Pegram Way
Dayton, OH 45424

Cell: 937-545-9141

E-mail: juliec@lotcs.org

District 4 (IA, KS, MN, MO, MT, NE, ND)

Carolyn Bell
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Iberia, MO 65486-9338

Home: 573-793-6156

Cell: 573-552-1046

E-mail: clbell@windstream.net

District 5 (AR, CO, NM, OK, TX)

Sheila Perkins
4715 Cashel Castle Drive
Houston, TX 77069

Cell: 281-705-8021

E-mail: snops912@gmail.com

District 6 (AK, AZ, CA, HI, ID, NV, OR, WA)

Gaylene Ramos
2305 E Marshall Street
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Cell: 209-604-0921

E-mail: grmagaylene1953@sbcglobal.net

District 7 (CT, ME, MA, NH, NJ, NY)

Penny Laskey
1430 77th Street
Darien, IL 60560-4409

Cell: 630-969-6569

E-mail: tigerskitten@msc.com

SUPREME APPOINTED OFFICERS

Asst. Cond.

Karen Kaylor
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E-mail: deelee26@msn.com

Asst. Guard

Patsy Gilmore
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Colorado Springs, CO 80906

Cell: 719-661-6854

E-mail: papajoash@gmail.com

Flag Bearer

Vanette Jones
129 Civic Ave
Salisbury, MD 21801

Cell: 443-783-4161

Tara Woodman
2101 Viking Drive
Reedsburg, WI 53959

Cell: 608-487-1439

E-mail: chefbatty@gmail.com

Banner Bearer

Shelia Justice
939 Gateway St Apt 201
Salisbury, MD 21801

Cell: 410-422-5867

SUPREME APPOINTED OFFICERS Cont.

Asst. Banner Bearer	Penney Howard PO Box 34 Flora Vista, NM 87415	Home: 505-334-8605 Cell: 505-330-1023 E-mail: nm-vfwa-treas@comcast.net
Fun Officer:	Phyllis Kelly 1904 S Belmont St Springfield, OH 45505	Home: 937-324-4454 Cell: E-mail:
Asst. Fun Officer	Wanda Mosegard PO Box 85 Dexter, OR 97431	Cell: 541-912-7432 E-mail: wandaspeppers@yahoo.com
Soloist	Peggy Bell 1377 Hunters Lane Radcliff, KY 40160	Cell: 954-609-9489 E-mail: peggythomas1014@gmail.com
Website:	Dale Inello	E-mail: vfwwebmaster@gmail.com
Deputy Inspectors	Barbara Turley 7902 Elizabeth Kansas City, KS 66112	Cell: 913-334-0353 E-mail: ksredshoe@aol.com
	Mary Cromer 228 Quartermaster Road Spartanburg, SC 29301	Cell: 864-574-1073 E-mail: sweetm164@aol.com

SUPREME CHAIRMEN

Membership	Sandra McKinley 13440 126 th Ave Largo, FL 33774	Home: 727-596-2789 Cell: 727-403-1612 E-mail: sanmckin13440@gmail.com
Asst. Membership	Louise Koser 2700 N Hwy A1A #4-101 Indialantic, FL 32903	Cell: 321-243-7117 Cell: 321-600-4007 E-mail: lkoser51@yahoo.com
National Home	Penny S Cacoulidis 51 Snowberry Court Jackson, TX 77567	Cell: 910-200-7242 E-mail: texaslady2017@yahoo.com
Asst. National Home	Lori Nettles 2747 Mt. Baker Hwy Bellingham, WA 22193	Cell: 360-961-7873 E-mail: lorinhardy@yahoo.com

SUPREME CHAIRMEN Cont.

Supreme President Special Project	Annie Duncan-Thompson 2019 Van Wyck Street Los Angeles, CA 90047	Cell: 323-804-5971 E-mail: annie_thompson@ca.rr.com
Asst. Supreme Pres Special Project	Agnes Nusspickel 4023 Thirteen Bridges Road Enfield, NC 27823	Cell: 252-445-3571 E-mail: senga.344@aol.com
Ways & Means	Benita Lyman 14 Spencer Rd. Wiggins, MS 39577	Home: 601-928-2316 Cell: 601-466-9986 E-mail: benitalyman@bellsouth.net
Assistants	Wanda Mosegard PO Box 85 Dexter, OR 97431 Gene Kelley 7569 E Mesa Vista Dr Kingman, AZ 86901	Cell: 541-912-7432 E-mail: wandaspeppers@yahoo.com Home: 928-692-1638 Cell: 907-250-0500
Scholarship Committee	Daphne Divins 4703 Laurel Abeline, TX 79603	Cell: 325-514-2950 E-mail: ddivins77@gmail.com
2 Year	Karen Kaylor 942 Taylor Creek Road Copperas Cove, TX 76522	Home: 254-547-5619 Cell: 254-371-7580 E-mail: deelee26@msn.com
3 Year	Robin Pittman 104 Kershaw Court Summerville, SC 29486	Cell: 843-729-9197 E-mail: robinbp@sc.rr.com
Mama Clown	Phyllis Kelly 1904 S Belmont St Springfield, OH 45505	Home: 937-324-4454 Cell: E-mail:
Asst. Mama Clown	K Rosemarie Brown 1399 Woodman Drive Riverside, OH 45432	Home: 937-254-4667 Cell: 937-546-8302 E-mail:
Historian/ Photographer	Barbara Simpson, PO Box 182 Chaffee, MO 63740	Cell: 573-450-0560 E-mail: simpsonbarbara@att.net
Pin Chairman	Bobbi Parris 79317 S. 4720 Rd Stilwell, OK 74960	Cell: 918-353-2352 E-mail: ellymay2u@live.com

SUPREME CHAIRMEN Cont.

Pin Co-Chairman	Deena Stidd 1606 E Colonial Drive Sallisaw, OK 74955	Cell: 918-817-9519 E-mail: dlstidd@gmail.com
Supreme MOC Liaison	Carol Thomas	Colorado
National VFW Auxiliary Liaison	Dee Guillory 7984 Croydon Lane Gloucester, VA 23061	Home: Cell: 757-291-6690 E-mail: deeguillory@cox.net



PRESIDENTS

Congratulations on your election as President. The leadership you provide your members influences the success of the Programs of your Auxiliary.

AUXILIARY PRESIDENTS

- Please read **Section 308** of the Supreme By-Laws.
- Discuss with your members, Officers and Chairmen the **Programs** and goals for the year. • Make sure that any **money** collected is turned over **immediately** to the **Treasurer**, as that position is the **only bonded Officer**.
- Make sure that General Orders and other correspondence are read at the Meetings. • **Participate** in the activities planned by your Auxiliary.
- **Attend** Grand Council of Administration (C of A) meetings and Conventions. • Make sure your chairmen submit their **Reports** in a timely manner.
- **Remember-You** have the overall responsibility to see that your Auxiliary is properly represented in all areas.

AUXILIARIES NOT IN A GRAND

The **Inspection Report & Installation Warrant** for your Auxiliary is in the Program Book and on the website, https://www.lotcs.org/MOCA/moca_forms. This information will be entered in the **Supreme Roster** so you receive correspondence, including dues cards for next year.

GRAND PRESIDENTS

- Please read **Section 408** of the Supreme By-Laws.
- Make sure that all your chairmen have copies of their Program and Report Forms.
- Submit your **request** for your **Supreme Representative PRIOR to December 31, 2023**, even if all plans have not been finalized. **Be aware that if request is not sent in by cut-off date, the Supreme President will appoint your Representative.** The request form is in the Program Book.
- After receiving the name of the **Supreme Representative** assigned, it is **YOUR** duty to notify that Representative with the appropriate information.
- Make sure that your **Auxiliaries are inspected PRIOR to December 21, 2023**. (A copy of the Inspection form is included in this Program Book.)
- If possible, attend Tomb Trek & Supreme Convention.
- Make sure **all** your **chairmen report** in a **timely manner**.
- Visit as many Auxiliaries in your Grand as possible during your term of office.
- Provide your Auxiliaries with the necessary information by issuing a minimum of four (4) General Orders during your term of office.
- Conduct a **Memorial Service** at Grand Convention for your deceased members.
- **Encourage** your members to pay their dues and be active in their Auxiliary.
- If any VAVS Representative or Deputy needs to be appointed or replaced, send VAVS recommendations to VAVS Supreme Representative Lori Nettles. (The necessary form is included in the Program Book.)
- You need a **Warrant** for each of your Local Auxiliaries. They are located on the website, https://www.lotcs.org/MOCA/moca_forms and a copy is in this book. Make a copy of the Installation Warrant for each of your Auxiliaries. After elections of Officers, a copy of the filled-out Warrant is mailed to the **Grand Treasurer & Secretary and the Supreme Treasurer & Secretary**.
- Local Auxiliary Installations **MUST** be completed by **March 31, 2024 and copies sent immediately.**



PRESIDENT OF THE YEAR

Judging for **Outstanding President of the Year** should be done using a point system. Presidents will be judged from the **Year-End Report Form** and the **RESUME MUST be attached to the Report**. Listed is the point system for judging of Auxiliary Presidents on all levels.

Auxiliary (Auxiliary must be 100% in Membership)

Number of Meetings Conducted by President	12
Hospital Visits made by President	15
Hospital Hours by President (Visit & Project).....	15
Total Hospital Credits by Auxiliary	5
Reported Membership Gain	6
Supported Grand Programs and Reported.....	8
Supported Supreme Programs and Reported	8
Attended all C of A Meetings	8
Attended Grand Convention	8
Completed and attached Resume to Report	15

AUXILIARIES NOT IN A GRAND (Auxiliary must be 100% in Membership)

Number of Meetings Conducted by President	12
Hospital Visits made by President	19
Hospital Hours by President (Visit & Project).....	19
Total Hospital Credits by Auxiliary	10
Reported Membership Gain	10
Supported Supreme Programs & Reported	15
Completed and attached Resume to Report	15

These are the guidelines that were adopted for judging President's reports.

Group 1. 10-25 members

Group 2. 26-40 members

Group 3. Over 40 members

Group 4. Auxiliaries not in a Grand

GRAND (Grand must be at least 95% in Membership)

Number of C of A Meetings Conducted by President	5
Number of General Orders issued.....	5
Hospital Visits by President	10
Hospital Hours by President (Visit & Project).....	10
Net Auxiliary Gain.....	5
Number of Auxiliaries Visited.....	10
Visited All of the VA Hospitals in your Grand.....	10
Reported 100% Membership.....	15
Reported over 100% Membership	5
Supported Supreme Programs and Reported	15
Completed and attached Resume to Report	15
Completed & Sent Request for Supreme Rep by 12/31/23	5

Group 1. Up to 4 Auxiliaries

Group 2. 5-7 Auxiliaries

Group 3. 8 and Over Auxiliaries

Total Possible Points 110; Prorate points according to accomplishments.



PRESIDENT (AUXILIARY) Year End

Mail to: Grand President

Grand of _____

Due Date: Set by Grand President

Date: _____ Auxiliary Name & Number: _____

Number of Meetings held by Auxiliary: _____ Conducted by you: _____

Hospital Visits made by you: _____

Hospital Hours worked by you: _____ (Visit & Project)

Total Auxiliary Hospital Credits \$ _____ Hours: _____

Membership:

Date Auxiliary reached 100% _____

% As of April 30, 2023 _____

% As of January 31, 2024 _____

% As of April 30, 2024 _____

Auxiliary Participation/Donations in the Following Supreme Programs

Hospital \$ _____ National Home (not Christmas Party) \$ _____

Scholarship \$ _____ Supreme President's Special Project \$ _____

Auxiliary Participation in the Grand

No. of C of A Meetings held by Grand _____ Attended by you _____

Did you attend the Grand Convention? Yes _____ No _____

Did Auxiliary participate in Grand Programs? Yes _____ No _____

Have reports been made to Grand Chairmen? Yes _____ No _____

Did you support the Grand Programs? Yes _____ No _____

Explain how:

ATTACH A RESUME of your activities to advance the interest of the Auxiliary to the Military Order of the Cootie, the outstanding activities of the auxiliary during your administration, and how you participated. **DO NOT** include your VFW auxiliary activities. Your resume should not be a travel log, a diary, or a day-by-day listing of your activities. If you attended the Supreme Convention, Tomb Trek or VFW National Home for Children, be sure to include this in your Resume.

You must be 100% in Membership and include a Resume to be in competition for President of the Year!!!

Auxiliary Secretary: _____

Auxiliary President _____

E-mail: _____

E-mail: _____



PRESIDENT (GRAND)

YEAR-END

Due Date: June 1, 2024

MAIL TO: Supreme President
BILLIE CASSIDY
7808 Hwy 412E
Linden, TN 37096
Cell: 931-628-1774 e-mail: bscassidy@tds.net

Or immediately following Grand Convention

Date of Grand Convention: _____

Date: _____

Grand: _____

Number of C of A Meetings held: _____

Conducted by you: _____

Number of General Orders Issued: _____

Was a Memorial Service conducted at Grand Convention? _____

Hospital Visits made by you: _____

Hospital Hours worked by you (visits & project): _____

Auxiliaries as of April 30, 2023 _____

New Auxiliaries this year _____

Defunct Auxiliaries this year _____

Membership:

% as of April 30, 2023 _____

% as of January 31, 2024 _____

% as of April 30, 2024 _____

Number of Auxiliaries visited _____

Visited ALL of the VA Hospitals in your Grand _____

Miles traveled on Grand Business _____

Did the Grand Auxiliary participate in the following **Supreme** Programs?

National Home _____ \$ _____

National Home Special Project _____ \$ _____

Scholarship _____ \$ _____

Supreme Hospital Fund _____ \$ _____

Supreme President's Special Project _____ \$ _____

NOTE: This year my Supreme President's Special Project is going to be a Joint Project with the MOC and the MOCA. It is called "Operation Big Boot" raising money for Suicide awareness. Monies raised will go to a Suicide Awareness program of choice as voted on at your Grand.

Was the Supreme Program Book distributed to all Auxiliaries? _____

Specify how: _____

ATTACH A RESUME of your activities to advance the interest of the Auxiliary to the Military Order of the Cootie and the outstanding activities of the auxiliary during your administration and how you participated. **DO NOT** include your VFW auxiliary activities. Your resume should not be a travel log, a diary, or a day-by-day listing of your activities. If you attended the Supreme Convention, Tomb Trek or VFW National Home for Children, be sure to include this in your Resume.

Membership of the Grand must be 95% or more and include a Resume to be in competition for President of the Year!!

Grand Secretary: _____

E-mail: _____

Grand President: _____

E-mail: _____



PRESIDENT (AUXILIARY NOT IN A GRAND)

YEAR-END

Mail to: Supreme President
BILLIE CASSIDY
7808 Hwy 412E
Linden, TN 37096

DUE DATE: JUNE 1, 2024

Cell: 931-628-1774 email: bscassidy@tds.net

Date: _____ Auxiliary Name & Number: _____ State: _____

Number of Meetings held by Auxiliary _____ Conducted by you: _____

Hospital Visits made by you _____

Hospital Hours worked by you _____ (Visit & Project)

Total Auxiliary Hospital Credits by your Auxiliary \$ _____ Hours: _____

Membership:

Date Auxiliary reached 100% _____

% as of April 30, 2023 _____

% as of January 31, 2024 _____

% as of April 30, 2024 _____

Auxiliary Participation in the Following Supreme Programs

Supreme Hospital \$ _____

National Home (not Christmas Party) \$ _____

National Home Special Project \$ _____

Scholarship \$ _____

Supreme President's Special Project \$ _____

NOTE: This year my Supreme President's Special Project is going to be a Joint Project with the MOC and the MOCA. It is called "Operation Big Boot" raising money for Suicide awareness. Monies raised will go to a Suicide Awareness program of choice as voted on at your Auxiliary.

Explain how you supported the Supreme Programs: _____

ATTACH A RESUME of your activities to advance the interest of the Auxiliary to the Military Order of the Cootie and the outstanding activities of the auxiliary during your administration and how you participated. **DO NOT** include your VFW auxiliary activities. Your concise Resume should not be a travel log, a diary or a day-by-day listing of your activities. If you attended the Supreme Convention, Tomb Trek or VFW National Home for Children, be sure to include this in your Resume.

You must be 100% in Membership and include a Resume to be in competition for President of the Year!!!

Auxiliary Secretary: _____ Auxiliary President: _____

E-mail: _____ E-mail: _____



SUPREME REPRESENTATIVE REQUEST

DATE OF REQUEST: _____ GRAND: _____

GRAND CONVENTION DATE: _____ LOCATION: _____

HOTEL

Will Hotel arrangement be made for Supreme Representative? _____

Hotel: _____ Hotel Phone Number: _____

Hotel Address: _____

If Representative is flying, which Airport is closest to the location: _____

BANQUET

Is there a Banquet/Dinner: _____ IF SO, what is the dress: _____

Is there a theme for Banquet: _____

What is your motto and theme for your year? _____

SCHEDULE

TENTATIVE SCHEDULE FOR THE CONVENTION: _____

(NOTE: FORWARD CONVENTION SCHEDULE TO REPRESENTATIVE AND SUPREME PRESIDENT AS SOON AS COMPLETED)

Reminder: A personal aide should be assigned to your Representative and transportation should be provided if needed.

List 3 preferences for a Supreme Representative to your Convention

(If possible, your preference will be accommodated but, in some cases, the Supreme Representative will be determined by the Supreme President)

1. _____

2. _____

3. _____

Grand President: _____

Phone Number: _____

E-mail: _____



SECRETARY



The Office of Secretary on any level is not to be taken lightly. It is an important Appointment within our Organization on the Supreme level, Grand level, and Auxiliary level. It is your duty to present the information properly and with accuracy. Check with your President prior to any Meeting for correspondence or bulletins she may have received. Be sure to read and absorb the sections of the Supreme By-Laws entitled “Duties of the Secretary” that pertain to your level.

AUXILIARY AND AUXILIARIES NOT WITHIN A GRAND:

Minutes are permanent records of the Meetings. The Minutes must be at Meetings and easily at hand for reference. (The Treasurer’s Report and the Audit Report must be incorporated into the Minutes.) If you cannot attend a Meeting, be sure the book is in order and in the President’s possession for use during the Meeting. Bound books are no longer the only type that can be kept. Typed Minutes in a binder are acceptable.

NOTE: The Secretary records all Minutes and corrections in the Minute Book. Any person serving as Secretary Pro-Tem shall take the Minutes and give them to her for recording. The Secretary, after reading bulletins and correspondence, should make a list of Old Business, New Business, and information to be brought before the Auxiliary.

AUDITS: You are to be present at the Audit with your books. If unable to attend, be sure that the books are given to the Trustees. The Trustees must sign the Secretary’s Book after an Audit. The Secretary must make any corrections or changes.

GRAND SECRETARIES:

Minutes may be typed and kept in a binder or a permanent folder. The Minutes must be at Meetings and on hand for reference. The Treasurer’s Report and Audit Report must be incorporated into the Minutes. As a courtesy, **a copy of all General Orders should be sent to the Supreme President, Supreme Sr. Vice, Supreme Jr. Vice, Supreme Secretary, Supreme Treasurer, and Supreme Hospital Commissioner.**

GRAND SECRETARY OF THE YEAR AWARD will be based on content of General Orders regarding pertinent information dispersed to each Auxiliary and copies mailed to Supreme Officers.

GRAND INSTALLATION WARRANT is provided in the packet brought to the Grand Convention by the Supreme Representative. All Auxiliary Installation Warrant forms may be found on the website: www.lotcs.org under the MOCA Emblem - Forms / Auxiliary tab.

Properly completed Installation reports should be mailed or E-mailed to the Supreme Secretary and Supreme Treasurer. Please fill out the Installation Report carefully. When possible, **PLEASE TYPE OR PRINT**. Include complete and correct names, addresses and zip codes (do not abbreviate city names) and phone numbers (including area codes), e-mail addresses, date, time, and place of Auxiliary Meeting. The information on Installation Reports is extremely important as all levels of the Auxiliary receive correspondence. From these reports, a mailing list is compiled for the Cootie Courier, Supreme, and Grand Rosters. **INCOMPLETE INSTALLATION REPORTS WILL BE RETURNED.** Send one (1) copy of the Auxiliary Installation Report to the Supreme Secretary, one (1) copy to the Supreme Treasurer, one (1) copy to the Grand Secretary and one (1) copy remains with the Auxiliary.

ONCE AGAIN, LEGIBLE AND ACCURATE INSTALLATION REPORTS - PLEASE!

SUPREME SECRETARY:

Georg Jean Zimmerman
9117 SW 31st St.
Oklahoma City, OK 79139

Cell: 405-406-8700
E-mail: gjazzzman@gmail.com

SAMPLE MINUTES Format MOCA

The regular meeting of _____ # ____ Date: _____ Location _____
was called to order by _____ at _____ am / pm

Opening Ceremonies were held according to Ritual with _____ members present. Dues collected \$ _____

Fun Officer stated fine of \$ _____ for _____ (Collected \$ _____)

Roll call found all present except _____ Pro Tem _____

Guests present: _____

Petitions for Membership from _____

Investigating Committee Report: _____

Motion to Accept Made by: _____ Second: _____ Motion carried /denied

Minutes for _____ were read and accepted / corrected: _____

TREASURER's REPORT:

General Fund Brought Forward _____ Receipts _____ Disbursements _____ Bal. _____

Hospital Fund Brought Forward _____ Receipts _____ Disbursements _____ Bal. _____

Checkbook Balance _____

Communications: (Supreme / Grand G/O & letters; Letters; notices) _____

Bills _____

Committee Reports:

Chaplain

Clown

Hospital/ Blood

Membership

National Home (Incl. Special Project)

Scholarship

Supreme President's Special Project

Ways & Means

SAMPLE MINUTES Format MOCA

Audit Report – None / read by _____

Audit Due: October 15 (July, Aug., Sept.), January 15 (Oct., Nov., Dec.), April 15 (Jan., Feb., Mar.), July 15 (April, May, June)

Fund	Old Balance	Receipts(+)	Disbursements (-)	New Balance
General Fund				
Per Capita				
Hospital				
Total				

Signed by Trustees: _____ on ___/___/___

_____ moved to accept the audit, seconded by _____ Motion carried /denied

Unfinished Business:

New Business:

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

_____ moved and _____ seconded

that _____

Discussion: _____

Motion carried /denied

Trustees examined bills in amount of \$ _____ and _____ moved and _____ seconded that bills be paid. Motion carried / denied

Good of the Order / Announcements

MEETING closed according to ritual at (time): _____ Next meeting to be held: _____ (date).

Respectfully submitted, (name) _____, Secretary

TREASURER

In July or August each Auxiliary Treasurer should receive a packet with the new Dues Cards, a Membership Roster of their Auxiliary, Blank Dues Cards, an Application Form, a Transmittal Form, an Instruction Guide on how to fill out the Transmittal Form, (the Delegate letter form to fill out is now available on-line and in the Courier), and an Order Form with current Supply Prices. The Bond Application is sent out on odd years; the current bonds expire August 31, 2023. These packets are sent out after the Supreme Treasurer receives the Installation Warrant/Election Report for the new year. If you do not receive your packet, please contact the Supreme Treasurer to verify that the Installation Warrant was received. Each Grand Treasurer also receives the Forms, extra Dues cards, and a Roster for the Grand.

Send your Transmittals in on a timely basis at least once a month. **Do not include any monies except membership on your transmittal check.** When submitting the names of Auxiliary Members, please **print clearly last name first, then first name in alphabetical order.** Be sure to include a copy of the Application for New, Reinstated and Transfer Members signed by three Auxiliary Members in good standing. If you are paying a previous year's membership dues, put these on a separate transmittal, not with the current year's dues, and try to write a separate check.

Only **Grand Treasurers** and **Auxiliaries Not in a Grand** send transmittals directly to the Supreme Treasurer. **All Treasurers** can send donations to Supreme for **Supreme Hospital, Supreme Scholarship, Supreme President's Special Hospital Project, National Home, National Home Special Project, Ways & Means** and the **Love Gift** for the Supreme President.

Make all checks payable to the **Supreme MOC Auxiliary and earmark** where the funds are to go. All Grand money is mailed directly to your **Grand Treasurer**. Do not send Supreme your Year-End Reports; send these to your Grand Chairmen. You will find the form "**Donations for Supreme Programs**" in the Program Book. Make extra copies to use throughout the year. Send a copy of the form, along with your check for donations to the Supreme Treasurer. Make copies of the form for the Grand Chairman's Year-End Reports. **You can (and should) include all of your donations on one check.** Just be sure to include the form showing where the donations are to be applied.

Audits: Audits are sent in for each quarter. Auxiliaries in a Grand send them to their Grand Treasurer, **not** to the Supreme Treasurer. Their Grand Treasurer is responsible for tracking them. Grand Treasurers send their audits to the Supreme Treasurer. Auxiliaries not in a Grand also send their audits directly to the Supreme Treasurer.

Membership: After two years of non-payment of dues, an individual member is dropped off the list for the next year. You do not need to send in the names of members not paying their dues; the computer automatically does this. To obtain 100% in Membership for the following year, these Members must be replaced with new or reinstated Members.

The IRS made a ruling several years ago that all nonprofits must fill out Form 990's. This also means that each auxiliary needs its **own Employer Identification Number (EIN)**. Since banks usually require these numbers, most auxiliaries have already gotten them. Once the auxiliary receives the EIN, the information is sent to the Supreme Quartermaster with a copy to the Supreme Treasurer so that auxiliary can be added to the Supreme MOC nonprofit list for the IRS. We, the MOC Auxiliaries, are covered under the MOC blanket exemption for the IRS. The Group Exemption Number is 1710. Auxiliaries should file a 990-N e-Postcard, which can be done by a simple online form. Filing is free and if you are asked to pay a fee, you are on the wrong website.

Thank you for your support. All of you Treasurers do a great job in one of the most important positions in the Auxiliary. Keep up the good work that you do!

SUPREME TREASURER

Sandra McKinley
13440 126th Avenue
Largo, FL 33774-2430

Home Phone: 727-596-2789
Cell Phone: 727-403-1612
E-mail: sanmckin13440@gmail.com

DONATIONS FOR SUPREME PROGRAMS

When sending a donation for any of the Supreme Programs, please use this Form and enclose it with your check. Make extra Forms for your use when sending additional donations. Make your check out as indicated. For Supreme Programs, **you can and should** put more than one donation on your check; just be sure to enclose this Form showing what Program(s) the check covers. Send the check and Form to the **Supreme Treasurer** with a **copy** of this Form to your **Grand Treasurer**. To receive credit through your Grand, you must send a completed Form to the Grand Chairmen of the Programs you are donating to.

GRAND _____ AUXILIARY NAME & No. _____
CHECK No. _____ DATE _____

SUPREME PROGRAM DONATIONS:

MAKE CHECK OUT TO "SUPREME MOCA" AND MAIL TO SUPREME TREASURER.

SUPREME HOSPITAL FUND	\$ _____
SUPREME SCHOLARSHIP FUND	\$ _____
SUPREME PRESIDENT'S SPECIAL PROJECT	\$ _____
NATIONAL HOME	\$ _____
MOC/MOCA HOUSE	\$ _____
NATIONAL HOME SPECIAL PROJECT	\$ _____
SUPREME WAYS AND MEANS	\$ _____
SUPREME PRESIDENT'S LOVE GIFT	\$ _____
TOTAL AMOUNT OF CHECK	\$ _____

TOMB TREK

MAKE CHECK OUT TO "TOMB TREK COMMITTEE" AND MAIL TO JANE CHANNELL, 2728 HILLSIDE COURT, IJAMSVILLE, MD 21754-8806.

NATIONAL HOME CHRISTMAS PARTY

MAKE CHECK OUT TO "QUARTERMASTER GRAND OF MICHIGAN" AND MAIL TO SHANE HOUGHTON, 343 HIGH STREET, IONA, MI 48846.

ANY SPECIAL INSTRUCTIONS BY AUXILIARY: _____

Received at Supreme: Date: _____

Auxiliary Chairman: Be sure to send a copy of this form to each Grand Chairman so they can credit you for your donations to the Supreme Programs and for Grand awards at the end of the year.

Audit Form

QUARTERLY

AUXILIARY

Auxiliary Name & Number: _____ Grand: _____

For Period of: _____ Through: _____

Fund	Old Balance	Received (+)	Disbursed (-)	New Balance (=)
General				
Per Capita				
National Home				
S.P.S.P.				
Scholarship				
Total General				
Hospital				
Savings/CD's				
Total				(1)

Outstanding Checks

Bank Statement _____ (2)

Number	Amount	Outstanding Deposits (+)	_____
# _____	\$ _____	Outstanding Checks (-)	_____
# _____	\$ _____	Checkbook Balance (=)	_____
# _____	\$ _____	Cash On Hand (+)	_____
# _____	\$ _____	Savings/CD's (+)	_____
# _____	\$ _____		
# _____	\$ _____	Book Total (=)	_____ (3)
# _____	\$ _____		
# _____	\$ _____		
Total	\$ _____		

TOTALS (1) & (3) MUST AGREE

We find the books of the Secretary and Treasurer in proper order as Audited on _____

Due Date Jan – Mar by April 15

Trustee 1 _____

Due Date Apr – June by July 15

Trustee 2 _____

Due Date July – Sept by Oct 15

Trustee 3 _____

Due Date Oct – Dec by Jan 15

Auxiliaries - Send Copy to Grand Treasurer as soon as books are audited.

Grands – Send Copy to Supreme Treasurer as soon as books are audited.

Auxiliaries not in a Grand – Send Copy to Supreme Treasurer as soon as books are audited.

MOCA SUPPLY LIST 6-2023

Item	Description	Price	Item	Description	Price
AUX-1001	Large Print Bylaws	\$15.00	AUX-7000	Membership Pin	\$6.00
AUX-1006	Podium Bylaws w/o binder	\$15.00	AUX-7005	Past Presidents Pin	\$20.00
AUX-1040	Binder for Membership History Cards	\$3.00	AUX-7006	President gavel pin with chain	\$15.00
AUX-1041	Membership History Card (set of 100)	\$2.00	AUX-7007	Past Presidents gavel pin with chain	\$15.00
AUX-1050	Current Program Book		AUX-7010	Past Grand Presidents Pin (Ruby)	\$30.00
AUX-1055	Large Roster	\$5.00	AUX-7016	Supreme Presidents pin w/Diamond	\$50.00
AUX-1056	Small Roster	\$5.00	AUX-7020	Collar Pin (Gold)	\$12.00
AUX-1057	Small Bylaws	\$5.00	AUX-7030	Treasurer's Pin	\$6.00
AUX-1400	Hat Bag	\$15.00	AUX-7031	Treasurer's Key Guard 2/chain	\$6.00
AUX-2000	MOCA Polo Shirt w/ MOCA emblem, or Current Presidents Emblem. Sizes S to XL.	\$45.00	AUX-7035	Secretary's Pin	\$6.00
AUX-2000X	MOCA Polo Shirt w/ MOCA emblem, or Current Presidents Emblem. Sizes 2XL to 4XL.	\$50.00	AUX-7036	Secretary's Quill Guard w/chain	\$6.00
AUX-2001	Personalization "Name" & "Title"	\$5.00	AUX-7041	Chaplain's Pin Guard	\$6.00
AUX-2002	MOCA Polo Shirt "V" Neck w/ MOCA emblem or Current Presidents Emblem. Sizes S to XL.	\$45.00	AUX-7050	Fun Bug pin	\$5.00
AUX-2002X	MOCA Polo Shirt "V" Neck w/ MOCA emblem or Current Presidents Emblem. Sizes 2XL to 4XL.	\$50.00	AUX-7055	Lady Bug hair pin (set of 2)	\$1.00
AUX-2001	Personalization "Name" & "Title"	\$5.00	AUX-8000	MOCA Pendant	\$2.00
AUX-2077	MOCA Socks, Red**	\$10.00	AUX-8005	Post - MOCA Earrings	\$5.00
AUX-2100	MOCA Apron**	\$20.00	AUX-8010	Clip on - MOCA Earrings	\$5.00
AUX-2550P	MOCA Tie, Plain	\$10.00	AUX-8015	French Hook - MOCA Earrings	\$5.00
AUX-2550	MOCA Tie, Embroidered	\$20.00	AUX-9000	Red Case for Dues Card	\$2.00
AUX-3000	MOCA Official Shield Patch	\$6.00	AUX-9700	Tote Bag**	\$35.00
AUX-3001	MOCA Red & White Shield for pins w/flag	\$10.00	AUX-6000	Small MOCA Desk Flag Set	\$10.00
AUX-3005	MOC-AUX Patch Round	\$5.00	AUX-6010	Auxiliary Banner, Kelly Green with gold lettering and fringe on three sides	\$650.00
AUX-3010	Hospital Volunteer Patch	\$5.00	AUX-6015	Grand Banner, White with gold lettering and fringe on three sides	\$650.00
AUX-3015	VAVS Representative Patch	\$5.00		PRICES SUBJECT TO CHANGE	
AUX-3016	VAVS Deputy Patch	\$5.00		Make checks payable to: Supreme MOCA	
AUX-4000	Small interior window decal	\$5.00		Mail to: Supreme MOCA Treasurer, 13440 126th Ave, Largo, FL 33774-2430	
AUX-4005	Small exterior use decal	\$5.00		CREDIT CARD Orders May Be Available Soon:	
AUX-4010	Large exterior use decal**	\$8.00		Phone 727-403-1612	
AUX-5001F/M	Basic Member hat Female or Male Style	\$55.00		** Items currently out of stock	
AUX-5002F/M	Auxiliary Officer hat Female or Male Style	\$65.00			
AUX-5003F/M	Grand Officer hat Female or Male Style	\$65.00			
AUX-5005F	Supreme President hat Female or Male Style	\$75.00			

Hat Order Form

Military Order of the Cootie Auxiliary



Mail Order To: Supreme Treasurer, 13440 126th Ave, Largo, FL 33774-2430

Order Date: _____

Item No.	Item	Hat Size	Quantity	Unit Price	Total Price

Note: Basic hat includes State and Auxiliary number. Officers hat also includes Title and Years.

HAT SIZING GUIDE

To find your correct size, wrap a tape measure around your head. Place the measure in the area at the top of your forehead. This is where your hat normally sits. Match this measurement to the following size chart.

If your head measures in inches:	Your hat size is:
20 ¼ _____	6 ½
20 ¾ _____	6 5/8
21 1/8 _____	6 ¾
21 ½ _____	6 7/8
21 7/8 _____	7
22 ¼ _____	7 1/8
22 5/8 _____	7 ¼
23 _____	7 3/8
23 ¼ _____	7 ½
23 7/8 _____	7 5/8
24 ¼ _____	7 ¾
24 5/8 _____	7 7/8
25 _____	8

Name _____

Address _____

Phone () _____



**MILITARY ORDER OF THE COOTIE AUXILIARY
NAME or ADDRESS CHANGE/CORRECTION**

If you change name & or address or if there are any address corrections to be made, please fill out email/mail promptly to assure continued delivery of correspondence.

NAME: _____ DATE: _____

GRAND: _____ AUX PT #: _____ MEMBERSHIP #: _____

NEW/CORRECTED ADDRESS:

NEW NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

SEND TO:

1 cy - MOCA GRAND TREASURER

1 cy - MOCA SUPREME TREASURER



MILITARY ORDER OF THE COOTIE AUXILIARY DEATH NOTICE

TO BE SENT TO THE GRAND TREASURER

Grand _____

Name: _____ Age: _____

Date of Death: _____ Annual Membership Number: _____

Pup Tent Name: _____ PT Number: _____

Pup Tent Charter Location: _____

MOCA (Auxiliary/Grand/Supreme) offices held: _____

VFW Auxiliary Post No. _____

Offices (Post/District/Department) Held: _____

Civilian Employment: _____

Interment: _____

Survived by: _____

REPORT SUBMITTED BY:

Name: _____ Title _____

Address: _____

City: _____ State _____ Zip: _____ Phone: _____

GRAND TREASURER SHOULD FORWARD THIS NOTICE TO:

**Supreme Treasurer
13440 126th Ave, Largo, FL 33774-2430**



Chaplain

I would like to take this opportunity to congratulate the newly elected Chaplains on all levels for the ensuing year, 2023-2024. The position to which you have been elected is the one office in the Auxiliary to the Military Order of A the Cootie that is not only a sacred one, but one in which our sisters/brothers should be able to turn to in times of despair and sickness.

The office of Chaplain is where the reflection of love and caring begins. By following the protocol below you are ensuring that appropriate “Cootie Hugs” (cards) are sent to our sisters/brothers during their time of need.

Auxiliary Chaplain Responsibilities:

- As Auxiliary Chaplain it is your responsibility to send cards, make phone calls, and visit our Veterans, MOC & MOCA members and their families who are sick, in the hospital, are shut-ins, or just need cheering up; verifying if they need anything.
- It is your responsibility, when requested, to preside at Memorial Services for our deceased members.
- It is your responsibility to report to the Grand Chaplain (or Supreme Chaplain for Auxiliaries not in a Grand) the name and address of any MOC/MOCA member and their families who are sick, having surgery, or who just need cheering up along with notice of the death of members or their family members.
 - By reporting these members to your Grand/Supreme Chaplain you are helping to spread the spirit of love and caring by allowing all Auxiliaries and Grands the ability to send “Cootie Hugs” a.k.a. Cards.
 - Please be sure to clarify if the person in need or has passed is a sister, brother, spouse, etc.
 - Please also be sure to provide dates and any pertinent information to ensure proper “Cootie Hugs” (cards) and comforting words are sent.
 - Please submit these in a timely fashion so that “Cootie Hugs” (cards) may also be sent in a timely manner.
- It is your responsibility to print clearly, if you are not e-mailing, so the Grand/Supreme Chaplain can process the information and send “Cootie Hugs” in a timely manner.
- It is your responsibility to complete and submit the “Monthly Auxiliary Chaplain” report to your Grand Chaplain by the 1st of each month; Auxiliaries not in a Grand please submit your report to the Supreme Chaplain by the 1st of each month. Please complete and submit a report even if there is nothing to report.
 - Please use the back of the report to prepare a short summary of your activities as Chaplain during the month. Remember to always retain a copy for your files. This will help you compile the year-end report.
- It is your responsibility to complete the “Year-End Auxiliary Chaplain” report by the due date determined by your Grand Chaplain.

Auxiliaries not in a Grand

- Please review the above and submit information and your reports directly to the Supreme Chaplain by the 1st of every month.

Grand Chaplain

- It is your responsibility to compile monthly reports you have received from the Auxiliaries and submit the monthly “Grand Auxiliary Chaplain” report to the Supreme Chaplain no later than the 15th day of each month. If you are using the postal service, please be sure your report is mailed by the 15th of each month. Please print legibly.
- Please use the back of the report to prepare a short summary of your activities as Chaplain during the month. Remember to always retain a copy for your files. This will help you compile the year-end report.
- It is your responsibility to compile a list of deceased sisters/brothers for your Memorial Service and preside over your Grand Memorial Service.
- It is your responsibility to notify the Auxiliaries of your due date for their “Year-End Auxiliary Chaplain” reports.
- It is your responsibility to select an Auxiliary Chaplain of the Year for your Grand Convention. Please be sure to submit copies of your Grand Chaplain of the Year’s reports for the Supreme Chaplain to choose an overall Chaplain of the Year.
- It is your responsibility to complete the “Year-End Grand Chaplain” report immediately following your Grand Convention and forward it to the Supreme Chaplain.

Awards

- Awards will be given in each Membership Division.
- Awards to be given: Grand Chaplain of the Year, Auxiliary (with-in a Grand) Chaplain of the Year, and Auxiliary (not in a Grand) Chaplain of the Year.

Chaplain of the year criteria to be judged:

- Timely reporting. Do not forget due dates!
- Completeness of forms including a monthly summary of activities.
- Year-End summary must be attached to the Year-End Report.

Final Notes

- The Supreme Chaplain needs to be immediately notified of the illness or death of a Supreme MOC or MOCA officer, Past Supreme Commander or President, Grand Commander or President along with any available details.
- It is very important for the Supreme Chaplain to be informed of the name and address of every brother/sister or family member who is ill, having surgery, or just in need of cheering up, along with notices of loss of family members. The Supreme Chaplain will then record this information and distribute it via e-mail/snail mail to the Supreme Council, Past Supreme Presidents, Grand Presidents, Grand Chaplains, and Chaplains of those Auxiliaries not in a Grand.
- Cheering up of our MOC & MOCA family depends on you submitting information on all levels in a timely manner. In the Cootie spirit you as Chaplains are asked to send the proper “Cootie Hug” to all our sisters/brothers and their families when they are in need.
- E-mail is the preferred way of communicating due to the urgency for the need of

“Cootie Hugs.” It is important that you verify the Supreme Chaplain has your updated e-mail address. If you do not use e-mail, it is your responsibility to make sure the Supreme Chaplain has your updated mailing address.

- For the year 2023-2024 your Supreme Chaplain will be creating/hosting a Facebook page entitled “MOCA Supreme Chaplains Corner 2023-2024.” Please make plans to join the page for insight, direction, conversation, and just to get to know each other!
- For the year 2023-2024 the Supreme Chaplain will host a monthly meeting on FACEBOOK OFFICE for all MOCA Chaplains to discuss the Chaplain Program and provide continuing support and instruction. This is a great way for our new members to learn the program and a way for our seasoned members to share their knowledge! These meetings will offer the opportunity to be in fellowship with our counterparts in the MOCA as well. The meetings are optional; attend one, attend all, or attend none. I look forward to getting to know you all though!

God bless each and every one of you as we pray together this year, whether in a meeting, at events, or at home.

May we make this year one of Peace and Blessings especially for our Veterans as we
KEEP THEM SMILING IN BEDS OF WHITE.

Supreme Chaplain

Dawn VanTassell

Office Address: 4232 Hermitage Road, Old Hickory, TN 37138

Cell: 502-655-1379

Email: CootieCutieDawnVT@gmail.com



Chaplain Monthly Auxiliary Report

Mail to: Grand Chaplain

Due Date: 1st of Month

Date: _____

Auxiliary Name & Number: _____

Membership on June 30, 2023 _____

Now: _____

CHAPLAINS PERSONAL REPORTING

Cards sent by you (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

AUXILIARY REPORTING

Cards sent by members (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

Please PRINT the name and address of ill members in your auxiliary & state illness.

Please PRINT name of deceased members in YOUR auxiliary. Please include date of death and name and address to send cards.

Please PRINT name and address of those needing Cootie Hugs & please state type of "hug" needed.

Please use the reverse side if additional space is needed. Please also use the reverse side to submit a summary of your activities for the month. Please retain a copy for your records.

Auxiliary Chaplain's Name & Address _____

Please Also Include E-Mail Address _____



Chaplain Year End Auxiliary Report

Grand Chaplain
determines date

Mail to: Grand Chaplain

Due Date:

Date _____

Auxiliary Name & Number: _____

Membership on June 30, 2023 _____

Now: _____

CHAPLAINS PERSONAL REPORTING

Cards sent by you (please include email messages in your count):

\$ Amount Spent on _____

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

AUXILIARY REPORTING

Cards sent by members (please include email messages in your count):

\$ Amount Spent on: _____

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

Please PRINT name of deceased members in YOUR auxiliary. Please include date of death.

Please use the reverse side and/or attach a summary of your activities over the year to be considered for Grand Chaplain of the Year. Include only those activities pertaining to your year in office. Please retain a copy for your records

Auxiliary Chaplain's Name & Address _____
Please Also Include E-Mail Address _____



Chaplain Monthly Grand Report

Mail to: Supreme Chaplain
Dawn VanTassell - Office
4232 Hermitage Road
Old Hickory, TN 37138

Due Date: 15th of each month
Cell: 502-655-1379
E-Mail: CootieCutieDawnVT@Gmail.com

Report for the Month of: _____ **Date:** _____
Grand of: _____ **Number of Auxiliaries in Grand:** _____
_____ **Number of Auxiliaries Reporting:** _____

GRAND CHAPLAINS PERSONAL REPORTING

Cards sent by you (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

AUXILIARY REPORTING

Cards sent by members (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

PLEASE CALL THE SUPREME CHAPLAIN IF A SUPREME OFFICER/CHAIRMAN, OR GRAND PRESIDENT IS ILL OR DECEASED.
Please PRINT the name and address of ill members in your Grand & state illness.

Please PRINT name and Aux # of deceased MOCA members in YOUR Grand. Please include date of death and name and address to send cards.

Please PRINT name and address of those needing Cootie Hugs & please state type of "hug" needed.

Please use the reverse side if additional space is needed. Please also use the reverse side to submit a summary of your activities for the month. Please retain a copy for your records.

Grand Chaplain's Name & Address
Please Include E-Mail Address



Chaplain Year End Grand Report

Mail to: Supreme Chaplain
Dawn VanTassell - Office
4232 Hermitage Road
Old Hickory, TN 37138

Due Date: Immediately following Grand Convention
Cell: 502-655-1379
E-Mail: CootieCutieDawnVT@Gmail.com

Report for the Month of: _____ **Date:** _____
Grand of: _____ **Number of Auxiliaries in Grand:** _____
Number of Auxiliaries Reporting: _____

GRAND CHAPLAINS PERSONAL REPORTING

Cards sent by you (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

AUXILIARY REPORTING

Cards sent by members (please include email messages in your count):

\$ Amount Spent on:

Get Well: _____
Sympathy: _____
Thinking of you: _____

Phone Calls: _____
Memorials: _____
Flowers, Gifts, Food: _____
Postage: _____

Number of phone calls made to the sick: _____
Number of visits made to the sick: _____
Number of funerals attended: _____

Number of Vets served: _____
Number of significant others/wives served: _____
Number of others contacted: _____

Please PRINT name and Aux # of deceased MOCA members in your Grand. Please include date of death.

Please use the reverse side and/or attach a summary of your activities as Grand Chaplain over the year to be considered for Supreme "Grand" Chaplain of the year. Please retain a copy for your records.

Grand Chaplain's Name & Address _____
Please Include E-Mail Address _____



Chief of Staff



Welcome to the 2023 - 2024 Supreme MOCA year. Madam Supreme President Billie “Thank You” for having faith in me to be your Chief of Staff for the ensuing year. Our goal is to maintain and strengthen current Auxiliaries and establish new ones. Our Supreme organization must continue to grow for our Veterans sake; we challenge each of you to bring in just one new member!

As your Chief of Staff, I will be working closely with Supreme President Billie as my position falls directly under her authority and together, we will work to assist all of the Grands and promote and establish new Auxiliaries. The same goes for *Auxiliaries' Not in a Grand*; I will be there when needed to assist with problems and/or to establish a Grand where there is none. Grands, encourage your Chiefs of Staff and members to read and re-read the Supreme by-laws and ritual especially Article 2. If in doubt as to clarification, ask your President or Chief of Staff to clarify for you or secure clarification.

Formation of New Auxiliaries

1. Grands, make contact with your bachelor Pup Tents. Let them understand that Auxiliaries are a great asset and make them aware of the so many advantages of having an Auxiliary.
2. Formation of an Auxiliary cannot be formally started until approved at a stated meeting, due notice presented to all members of the MOC Pup Tent, and presented to the sponsoring VFW Post for their approval. (Sec 201)
3. After completion of the approved form, the Seam Squirrel of the sponsoring MOC Pup Tent shall submit it to the Supreme Treasurer with all dues and initiation fees paid prior to institution. The application shall include the applications for a minimum of ten (10) new or rejoining applicants who are members in good standing of a VFW Auxiliary with six (6) months membership and sixteen (16) years of age. No transfers can be transmitted with the new member Transmittal at this time; the Charter stays open for sixty (60) days after institution.
4. The names of all Charter members must be transmitted by the Treasurer-elect to the Supreme Treasurer and include names of the President, Treasurer, Secretary, date of institution, and closing date for the Charter to be created. (Sec 202)
5. The Supreme President will have appointed an organizer for the New Auxiliary; any member of an MOC Auxiliary may organize an auxiliary. Supreme Treasurer will forward to the Grand Chief of Staff or for Auxiliaries Not in a Grand to the Auxiliary President nine (9) Bylaws Books with Ritual and one (1) Supreme Program Book, Bond application, institution and installation warrants, membership application cards, dues cards, transmittal forms, and Supply information.

Note: Should the new Auxiliary not be instituted within the sixty (60) days window, then the authorization for the Charter may be rescinded by Supreme President.

Auxiliary Meetings

1. Your organizer will work with you to contact potential new candidates for membership either by e-mail or telephone. Ensure you have arranged a date, time, and place for a meeting to explain the purpose of the Military Order of Cooties and Auxiliary. Plan on electing officers - President, Sr Vice, Jr Vice, Treasurer, Chaplain, Conductress and Guard. Three (3) Trustees are elected for a term of three (3) years. President appoints the Secretary. The trustees are not numbered by year but a group. (Sec 302)
2. Advise those present in considering dues that the Auxiliary incurs expenses that must be paid: Charter fee, Treasurer's bond, Supreme per Capita Tax \$7, and Grand per Capita Tax if in a Grand, membership pins and other additional supplies needed. Do not forget to add the one-time initial Initiation Fee.

3. At this point the Chief of Staff should be excused while the members elect officers and establish dues. Meantime a temporary Chairman and Secretary should be appointed to conduct the meeting and take official minutes.
4. Once elections are completed, the Chief of Staff should return to the meeting and instruct the Treasurer to request an Employer Identification Number (EIN) from the IRS and to open a checking account in the Auxiliary's name. The President's and Treasurer's signatures are both required on all checks.
5. As Chief of Staff you should attend the first few meetings to assist and provide answers to questions from the officers and members.
6. In these changing times we have to be innovative using the resources you have at hand to hold meetings. A good method to use to get members who have to stay home due to valid reasons is to attend via telephone, Zoom, and other sources enabling you to have your quorum. This year we are striving to gain more new Auxiliaries. I know of five (5) new Auxiliaries instituted this past year; so let us set the bar higher striving for even more Auxiliaries. **“You Can Do It.”**

Institutions with Installation Procedures

1. Please refer to your Supreme Bylaws Article II, Section 203 Institution and Article III Section 305 for Installation information in either area.
2. As Grand President you have jurisdictional authority to appoint an Officer to Institute and Install the Auxiliary. Following the Installation send the signed report to the Supreme Treasurer and Secretary. Additional help may be sent to assist with training, education and to be a mentor.
3. At this point the appointed Officer should assist the Treasurer-elect in filling out the Transmittal Form and ensuring the Application Cards are complete.
 - Auxiliary maintains one (1) copy of Application and Transmittal.
 - Remit to the Grand Treasurer two (2) copies of the Transmittal, Grand and Supreme per Capita Tax.
 - Grand Treasurer processes dues as usual and forwards the Transmittal and Supreme per Capita to Supreme Treasurer Sandra McKinley (see Program Book for address).
 - For Auxiliaries not in a Grand the Instituting/Installing Officer should send one (1) copy of the Applications, Transmittal and Supreme per Capita to the Supreme Treasurer.
 - NOTE: Ensure that all elected and new members are in fact in good Standing with a current year dues card and have been VFW Auxiliary members for 6 months; if not, this will negate their election and membership.

Installations

1. All Auxiliaries on all levels should use the MOC website lotcs.org. Click on the Auxiliary emblem and under the tab Forms you will find installation forms for 2023-2024. If you have not filled one out, please do so immediately as they will be closing the Supreme Roster book soon.
2. Auxiliary Installation is done in accordance with ritual and should correspond with the Pup Tent's Installation. All Auxiliaries except the Grand must have completed their Installation by 31 March 2024 and submitted same to the Supreme Treasurer. If there is an issue in doing so, contact the Supreme President for Exception and provide the reason and date expected for Installation.
3. Following the election of Officers and prior to Installation of Grand or Auxiliary, the President or Chief of Staff needs to ensure all dues for those being installed have been received at Supreme. An Installation report with unpaid members on it will be returned for action. Auxiliaries with zero paid dues will be given a 15-day grace to submit after which a Suspension order will be generated.
4. Treasurers should order the outgoing Grand President's Past Grand Pin with Ruby, Supreme is Diamond, Auxiliary President is a plain Past Presidents pin. Incoming President's hat and tie should be ordered through the Supreme Treasurer for presentation at Supreme or Grand Convention. Auxiliary Past Pins are given at the Installation of new Officers.

5. Presidents and Treasurers need to work together to ensure all dues are submitted by the 31 December deadline. Any Auxiliary Officer whose dues have not been transmitted to Supreme are considered “Not in Good Standing” and may not participate in the Auxiliary meeting until paid. If the Grand or Auxiliary President’s dues are not received by Supreme, the January meeting may not be conducted by them until their dues are received by the Supreme Treasurer. Presidents and Treasurers, it is your responsibility to check with Supreme as to the names of those whose dues have not been Transmitted.
6. The Treasurers Bond is critical and must be obtained no later than 31 August; there are two (2) options available to purchase your Bond. Renewal is due August 31, 2023.
 - A Check for \$8.00 (per \$1000) may be payable to the Tallman Insurance Company at TIA 406 West 34th Street, Suite 806, Kansas City, MO 64111.
 - A Check for \$14.00 (per \$1000) made payable to Supreme MOC and mailed to Supreme MOC HQ, 604 Braddock Avenue, Turtle Creek, PA 15145.
7. Treasurers need to pay special attention to Article 1 Sec 107 on members in good standing. If VFW Auxiliary dues are not paid by 1 January annually, then the unpaid members cease to be in good standing until payment of dues is shown, then MOCA dues may be paid and submitted. Treasurer must obtain an EIN to meet the annual requirement of filing the Auxiliary 990-N e-postcard form with the IRS. Treasurer must also purchase books for record keeping for Secretary and Treasurer. There are sample minutes at lotcs.org under Auxiliary forms for the Secretary.
8. New Presidents, your auxiliary meeting is just that -- YOUR meeting. Guests may not participate without your permission, and those guests who disrupt your meeting may be asked to leave. We are one team and work together for our Veterans.

Supreme Awards

Citation to Grand forming a new Auxiliary

Citation to member who forms an Auxiliary

Citation to member who forms a Grand

Awards of 1st, 2nd and 3rd place will be given to Grands with largest gain in Auxiliaries (this includes a minus for Auxiliaries lost)

Supreme Chief of Staff

Peggy Bell
1377 Hunters Lane
Radcliff, KY 40160
954-609-9489
peggythomas1014@gmail.com



Inspector

The office of Inspector is an important one in any organization. The Supreme President will appoint inspectors for Grand Auxiliaries and Auxiliaries not in a Grand. The Grand President will appoint Inspectors for his/her Grand Auxiliaries, but a member may not inspect his/her own auxiliary. Should you be appointed as an Inspector, study your By-Laws so that you will be prepared to answer any questions that arise.

Every auxiliary is to be inspected each year. Inspections are to be performed at a regularly scheduled auxiliary meeting and may start as early as August 6th. Inspectors do not audit auxiliary books, but should review the books to ensure that they are done according to Supreme By-Laws, that audits are done on a quarterly basis, that the auxiliary has a current bond, that the auxiliary has an EIN, and that the IRS Form 990-N is done annually.

If an auxiliary's books are not in order, an Inspector may decline to sign the books and should contact, as applicable, the Supreme or Grand President to report the problem and receive directions on how to proceed.

By direction of the Supreme Auxiliary, new auxiliaries should not be inspected until six months after Institution. The only exception to this is if an auxiliary is instituted less than six months, but more than ninety days prior to the Supreme Convention.

Inspection forms should be sent to the Supreme Inspector immediately after an inspection is performed. The Supreme Inspector will forward copies to the Supreme President.

All local auxiliaries should be 100% inspected by December 31st and reported by January 31st. Grand Auxiliary Inspections should be completed and sent immediately after inspection.

Awards for the best reporting, based on the number of auxiliaries in a Grand, will be presented at the Supreme Convention as follows:

- Category 1: 1 – 4 Auxiliaries Category
- Category 2: 5 – 7 Auxiliaries Category
- Category 3: 8 or more Auxiliaries

Inspectors appointed by the Supreme President, who have completed their assignments, will be recognized at the Supreme Convention.

If I can be of any service to Auxiliaries or to Inspectors, please feel free to contact me.

Supreme Inspector

Marquitta Hill
P. O. Box 16113
Hattiesburg, MS 39404

Home:
Cell: 601.596.7546
E-mail: nicolemoca2023@gmail.com

INSPECTOR



**AS INSPECTED
(UNTIL 100%)**

GRAND

Mail to: **Supreme Inspector
Marquitta Hill
P. O. Box 16113
Hattiesburg, MS 39404
nicolemoca2023@gmail.com**

Due Date: As Auxiliaries are Inspected

Date: _____

Grand: _____

Number of Auxiliaries in Grand: _____

Auxiliaries Inspected to date: _____

100% Inspected and Reported on: _____

REMARKS (pertaining to enclosed Auxiliary Inspections):

Grand Inspectors: DO NOT HOLD REPORTS. Attach this Form to the Supreme Copy of the Auxiliary Inspection Report. Send Reports monthly as Inspections are completed.

Grand Inspector

Phone Number

Address

E-mail

City, State, Zip

INSPECTOR



YEAR-END

GRAND

Mail to: **Supreme Inspector
Marquitta Hill
P. O. Box 16113
Hattiesburg, MS 39401
nicolemooca2023@gmail.com**

Due Date: Immediately Following
Grand Convention

Date: _____ Grand: _____

Membership on April 30, 2023: _____

Number of Auxiliaries in Grand: _____

Number of Auxiliaries **you** inspected: _____

Number of Auxiliaries inspected by others: _____

TOTAL Auxiliaries inspected in the Grand: _____

Were Inspection Reports sent promptly to Supreme? _____

When inspecting, were Transmittal Reports Checked? _____

Did you check the Treasurer's Bond? _____

Were Quarterly Audits made of Auxiliary Secretary's and Treasurer's Books? _____

REMARKS:

Grand Inspector

Grand President

Address

E-mail: _____

City, State, Zip

E-mail: _____



VA CENTER FOR DEVELOPMENT & CIVIC ENGAGEMENT (VAVS)

The **National Certifying Officer**, who is the **Supreme VAVS Representative** Lori Nettles, certifies all recommendations for VAVS Representatives, Deputies and Associates. Certifications are for an indefinite period and must be made by the Grand President to the Supreme VAVS Representative. For Auxiliaries not in a Grand, an Auxiliary President may send her or his recommendations directly to the National Certifying Officer. Once a Representative is made Honorary, she or he may not be a Representative or Deputy again. The Certification form must be completed listing the full name, address and telephone number of the appointee and the name and address of the VA Medical Center. Please mail the form to me and keep a copy for yourself. Once I receive the form, I will forward on to the Medical Center to be certified and you will be notified once completed.

All VAVS Representatives, Deputies and Associates are Grand appointments. New Representatives and Deputies will receive a patch when certified. The patch is to be worn 1½ inches from the seam on the right sleeve. Extra patches cost \$5.00.

If a Representative or Deputy misses three (3) VAVS Meetings, the VA facility will drop the individual from the roster. If ALL the Members miss three meetings, the **ORGANIZATION** will be dropped from the VAVS Committee until new certifications can be made. VAVS Representatives, Deputies and Associates must report their hours, etc., to their Auxiliary Hospital Chairman. They receive credit for hours attending VAVS Committee Meetings.

We need regularly scheduled volunteers. These members should be willing to work at least once every month, take orientation and stay current at the Voluntary Service by completing their mandatories for JACHO. Volunteers must sign in electronically every time they go to the VA Medical Center. The VA keeps computer records on all volunteer hours and the VAVS Representatives will receive this information. **The Grand President should visit each VA Medical Center in her Grand.**

Money from the auxiliaries is to be sent directly to either the Grand Treasurer or the Chief of Voluntary Service. Be sure to earmark the project to which you are donating so your money will go to the proper fund. The Grand Treasurer shall expend monies from the VAVS fund upon presentation of attached bills.

Your **VAVS Joint Annual Reviews** are very important. They should be done in the month of September, and a copy forwarded to the Supreme VAVS Representative and the Grand President. It is your responsibility to contact the Voluntary Service in your VA Medical Center to set up the appointment in September.

Shirley McCaulla Memorial Plaque may be awarded to one **outstanding** VAVS Representative every year. Your Organization, Growth and Joint Annual Reviews will be based on 100% participation for this Award.

Supreme VAVS Representative:

Lori Nettles
2747 Mt. Baker Hwy
Bellingham, WA 98226

Cell: 360-961-7873
E-mail: lorinhardy@yahoo.com

Supreme VAVS Deputy

Sandra McKinley
13440 126th Avenue
Largo, FL 33774-2430

Home: 727-596-2789
Cell: 727-403-1612
E-mail: sanmckin13440@gmail.com

VAVS Representative

YEAR-END REPORT

GRAND

Mail to: **Supreme VAVS Representative**
Lori Nettles
2747 Mt. Baker Hwy.
Bellingham, WA 98226

Report by: April 30, 2024

Date: _____

Grand: _____

Name of VA Medical Center: _____

Mailing Address: _____

Name of Representative: _____

Date of Annual Joint Review: _____

Number of hours you worked this year at VA Medical Center for MOCA: _____

Number of VAVS meetings you attended: _____

How many volunteers did you recruit during current year: _____

Type of programs or parties held during current year: _____

Remarks: _____

Name and number of MOC Auxiliaries volunteering at this facility: _____

Name of person making report

Title

Address, City, State, Zip

E-mail

MAIL ONLY ONE COPY!



AUXILIARY
TO THE
MILITARY ORDER OF THE COOTIE
OF THE U.S.A.



Lori Nettles
Supreme VAVS Representative
2747 Mt. Baker Hwy.
Bellingham, WA 98226

Supreme MOCA Certification Form

VA Medical Center: _____
Chief, Voluntary Service Name: _____
Address: _____
E-mail: _____
Phone: _____

(Date)

Dear Chief of Voluntary Service:

I am the Supreme VAVS Representative for the Military Order of the Cootie Auxiliary.
 The Grand President of _____ (state) _____ (name)
 and/or Auxiliary President not in a Grand _____ (name) _____ recommend
 the following for VAVS Representative and/or VAVS Deputy:

VAVS Representative

Name: _____
 Address: _____
 E-mail: _____
 Phone: _____

VAVS Deputy

Name: _____
 Address: _____
 E-mail: _____
 Phone: _____

This appointment is indefinite until further notice. If you have any questions or concerns about these representatives from the Military Order of the Cootie Auxiliary, don't hesitate to contact me. My e-mail is lorinhardy@yahoo.com and my phone number is 360-961-7873.

Please sign and return to me.

Chief, Voluntary Service: _____
 Signature

Sincerely,
Lori Nettles

HOSPITAL

AUXILIARY

1. The Hospital Report can be found on the MOC web site www.lotcs.org. The report must be e-mailed to the Grand Chairman to be received by the FIRST of the month. If you cannot e-mail, then copies must be mailed at your own expense to be received by the Grand Chairman by the First of the month. All Auxiliaries not in a Grand should e-mail or mail to their Supreme District Commissioner.
2. Keep an accurate record of Hospital Hours for each Member of the Auxiliary.
3. Names should be in alphabetical order by LAST name. DO NOT USE NICKNAMES. PLEASE NOTE ON THE HOSPITAL REPORT EACH MONTH IN THE INFORMATION COLUMN DECEASED, TRANSFERRED, NEW MEMBERS OR ANY MEMBERS THAT HAVE CHANGED THEIR NAMES.
4. Reports must reach the Supreme Hospital Commissioner within 90 days of the date of the Hospital visit to be accepted. Hours are counted only on Hospital Reports sent to Supreme through proper channels.
5. Credit CANNOT be taken for both the VFW and MOC Auxiliaries for the same visit unless it is a split visit with split time.
6. All time must be volunteered. Time is not counted for Members working as paid employees of any Hospital or Nursing Home.
7. Members are responsible for seeing that their hours are reported and recorded properly by the Auxiliary Chairman. Hours should be reported as the visit is completed. Be sure to report date of visit, hours visited, where visited, how many patients visited, round trip mileage and any gifts and/or refreshments you took.
8. Hospital Reports should be for ONE hospital only. Reports with more than one visit can be done but should LIST EACH VISIT BY DATE. Forms should be legible and not crowded. Use a separate sheet if needed.
9. When combining Reports for one person, list each by separate date. This will show the number of visits under # of Members. It would be 1 Member x 16 visits = 16 members.
10. Take credit for ALL work done and use the Credit Allowance Forms on the following pages. Reports MUST be filled in completely to ensure each Member is given proper credit.
11. Hospital Pins are for 100, 300, 500, 700, 1000, 1500, 2000, 2500, 3000, 4000, 5000, 6000, 7500, 10000, 15000, 20000, 25000, and 30000. Special Award for 40000 +. Hours from previous years are added to the current year. Hours run continuously.
12. Year End for Hour Pins is January 31. Year pins run from February 1st through January 31st.
13. Members will receive Pins at their Grand Convention (from Auxiliary Chairman if not within a Grand). It is not necessary to return previous pins received but return if possible.
14. The yearly quota is \$250 per Member, based on April 30, 2023, Membership. (# of Members in Auxiliary x \$250.00 = quota)
15. **The year runs from May 1, 2023, through April 30, 2024.**
16. **Blood** is reported on **hospital report form under gifts** with project hours, mileage and donation date reported on hospital report form by member's name.

GRAND

1. Make sure the Auxiliary Chairmen have copies of the whole Program including blank Hospital Forms (for making copies if needed).
2. All Grand Hospital Chairmen must retain a record of the hours sent in on the Hospital Reports.
3. The MONTHLY HOSPITAL REPORT should be compiled ONCE A MONTH from the Auxiliary Reports. E-mail or mail this report along with the auxiliary hospital reports to your District Commissioner to be received by the 10th of each month. If you cannot e-mail, then copies of each report must be mailed at your own expense. Remember to keep a copy of all reports.
4. REPORTS MORE THAN 90 DAYS OLD WILL BE RETURNED AND NOT COUNTED.
5. Correct any errors on the Hospital Reports and e-mail **or mail** corrected report to Auxiliary.
6. Make sure to include all forms needed.
7. You are responsible to the District Hospital Commissioner. You promote Hospital work and Blood donations within the Grand. Keep the Grand President informed of what is going on in her Grand and report Auxiliaries not reporting.
8. It is your responsibility to see that the signed Pin Form, any Pins not claimed, and returned pins are sent to the Supreme Commissioner by June 30th.
9. April 30th is the Year End. Awards are made at the Supreme Convention on reports ending April 30th and received by Supreme Commissioner by May 20th.

DISTRICT COMMISSIONER

1. Once a month compile the MONTHLY HOSPITAL REPORT from all Grand Reports and Auxiliaries not in a Grand from your District. E-mail or mail to the Supreme Hospital Commissioner to be received by the 20th of the month, correcting any errors that were missed.
2. E-mail or mail to the Grand Chairmen and Auxiliary Chairman not in a Grand any corrections that you or the Supreme Commissioner makes.
3. Be a liaison between Grand and Supreme.

AWARDS

1. **Citations** to Auxiliaries for 300% or over quota.
2. **Plaques** to Auxiliaries for 1500% of quota
3. **Plaques** to Grand Auxiliaries for 800% of quota
4. **Citations** for blood donations, and pins if available
5. Other citations as determined by the Supreme Commissioner

ALLOWABLE HOSPITAL CREDITS

Credits will be allowed for visits and work done in and for ANY Hospital (VA Medical Center, Children's Hospital, State Hospital, or Nursing Home). VISIT Hours are for any work done IN any Hospital or Nursing Home (parties, visits, VAVS meetings, regular volunteering). PROJECT Hours are the time spent getting ready for the Hospital Visit, such

as baking, preparing food, making lap robes, and other items for the Hospitalized Patient. Report all hours to nearest 0.25 hour.

TRAVEL HOURS

1. Travel hours are reported round trip.
2. Report to the nearest 0.25 hour. Example: to hospital-7 minutes and from hospital 7 minutes = .25 hours.

VISIT HOURS

1. Visiting throughout any Hospital, making bedside visits to patients, working on Bingo games in Hospitals, writing letters, etc.
2. Hours spent attending VAVS Meetings and orientation courses (NOT recognition dinners).
3. Phone Calls to patients in hospitals or nursing homes (Please list name of hospital or nursing home).
4. A Member working as a regular volunteer in a Medical Center, VA Clinic or VA Fisher House may receive up to nine (9) hours per day maximum credit.

PROJECT HOURS

1. Hours spent making refreshments or making articles such as lap robes, bibs, tray favors, etc.
2. Hours spent washing, mending, ironing, or sewing articles to be donated to the Hospital.

GIFTS

1. Hospital Reports should include the Supreme President's Special Hospital Project donations soon after it is given.
2. Cash for Bingo, blood, puzzles, lap robes, tray favors, flowers, toll road cost. List quantities and value of each item.

Where Credit is NOT Allowed

1. Hours are not allowed for assisting or visiting senior citizens (unless they are Patients in a Hospital or Nursing Home).
2. Assisting Veterans dependents or Veterans outside the Hospital, such as providing food, transportation to medical appointments, church, shopping, and entertainment.
3. Working on community service projects, such as assisting Red Cross bloodmobiles, Meals on Wheels, putting out or picking up donations, cards, or cans, answering telephones (for heart, cancer, kidney, MD, etc.) or donations to same.
4. Attending **Memorial Services, Funerals**, or furnishing food or flowers for bereaved families. This belongs on the Chaplain's Report.
5. Assistance or visit to any Member of your family or your husband's family (this includes nieces, nephews, in-laws, etc.) Time spent visiting other patients can be taken, but NO MILEAGE.
6. Time it takes to make out reports.
7. Time spent shopping for personal gifts to patients or collecting items from other Members to be donated.
8. Time spent dressing as a Clown or putting on make-up.
9. Donations to National Home, Scholarship, Salvation Army, Goodwill, and other Organizations ARE NOT HOSPITAL donations.

10. Time spent shopping for regular Hospital Programs and visits IS NOT ALLOWED.
Reasonable shopping hours may be allowed for large parties or large numbers of gifts for special occasions.
11. Time spent fund raising.

SUPREME HOSPITAL COMMISSIONER:

Ruth Schoonover
3096 Angela Lane
Oak Harbor, WA 98227- 9026

Home: 360-675-3609
E-mail: rshospmoca@gmail.com

ASSISTANT SUPREME HOSPITAL COMMISSIONER

Lori Nettles
2747 Mt. Baker Hwy.
Bellingham, WA 98226

Cell: 360-961-7873
E-mail: lorinhardy@yahoo.com

BASIC CREDIT ALLOWANCES
LIST QUANTITY AND VALUE FOR ALL GIFTS AND REFRESHMENTS

Amusements & Entertainment

Ball Games, movies, shows, etc.

Mileage is allowed for taking patients to these functions, but the allowance is for MOCA members only.

CREDIT UNDER ENTERTAINMENT

Actual Cost

Amateur Entertainment

\$15 per visit for NON-MEMBERS only at
 AUXILIARY'S Request.

Professional

Actual Cost

Blood (with donation date)

Whole blood (per unit)

CREDIT UNDER GIFTS

\$70.00 + 2 Project Hours (once every 8 weeks)

Plasma (1 unit per day)

\$70.00 + 2 Project Hours (once every 3 days)

Platelets (1 unit per day)

\$70.00 + 3 Project Hours (once every 7 days)

Platelets (2 units per day)

\$100.00 + 4 Project Hours (once every 7 days)

Books/Magazines

New

CREDIT UNDER BOOKS & MAGAZINES

Actual Cost if taken as Patient gift.

Used (Books)

Half Price

Used (Magazines)

\$1.50 each

Clothing

New

CREDIT UNDER CLOTHING

Actual Cost if taken as Patient gift.

Used

Credit per CLOTHING ALLOWANCE FORM

A dress is a dress, whether formal or street

ITEM

CREDIT UNDER GIFTS

Bibs

Cloth (12" x 12")

\$2.00 + 2 Project Hours each

Cloth (20" x 20")

\$3.00 + 2 Project Hours each

Knitted (12" x 12")

\$2.00 + 1 1/2 Project Hours each

Knitted (20" x 20")

\$4.00 + 3 Project Hours each

Bingo Prizes

Itemize on form or attach sheet

Actual Cost (includes money or canteen books)

Candy/Gum

Purchased

Actual Cost

Homemade

\$5.00 per pound + 1 Project Hour per batch

Flowers

Purchased

Actual Cost

Home Grown

\$5.00 per bouquet

DO NOT include funeral flowers; this belongs under Chaplain Program

Games/Puzzles	
New	Actual Cost
Used	Half Price
Hospital Equipment	
New	Actual Cost
Used	Half Price
Lap Robes/ Afghans	
40" x 40" lap robes	\$30.00 (material included in allowance)
Crocheted/Knitted	+ 20 Project Hours each
Pieced or Quilted	+ 10 Project Hours each
Plain or no sew	+4 Project Hours each
48" x 60" Afghan	\$54.00 (material included in allowance)
Crocheted/Knitted	+ 36 Project Hours each
Pieced or Quilted	+ 18 Project Hours each
Plain or no sew	+7 Project Hours each
60" x 72" Afghan	\$81.00 (material included in allowance)
Crocheted/Knitted	+ 54 Project Hours each
Pieced or Quilted	+ 27 Project Hours each
Plain or no sew	+ 11 Project Hours each
If other than standard size, give dimensions and credit will be pro-rated.	
Occupational Therapy	
Some hospitals ask for items for use in occupational therapy and craft classes such as Styrofoam and Plastic containers, aluminum pans, plastic rings, etc. Take only if wanted.	
Credit for above items	\$0.05 each No hours for collecting.
Items purchased for therapy and craft classes	Actual Cost
Therapy Balls	\$1.50 + 1 Project Hour each
Pillows	
Heart or Surgery	\$10.00 + 2 Project Hours
Plastic Canvas Items	
Small (bookmarks, ornaments, tray favors, pins)	\$1.00 each + 1 Project Hour
Tissue boxes (completely filled in)	\$5.00 each + 10 Project Hours
Sock pull	\$3.00 each + 2 Project Hours
Radios/Televisions/CD/DVD/VCR	
New	Actual Cost
Used	Half Price
Used CDs/DVDs/VCR TAPES	Half Price not to exceed \$10.00 each
Scuffies and Slippers	
Cloth scuffies	\$4.00 + 2 Project Hours/pair
Crocheted/knitted scuffies	\$4.00 + 4 Project Hours/pair
Slipper socks (ankle) crocheted/knitted	\$5.00 + 6 Project Hours/pair
Slipper socks (mid-calf) crocheted/knitted	\$6.00 + 10 Project Hours/pair
Sewing, Mending, Ironing	
Doing these for Patients	REASONABLE TIME
Used Clothing donated	REASONABLE TIME

Shawls/Capes/Hats	
Shawls/Capes	\$20.00 + 20 Project Hours each
Hats (stocking caps)	\$6.00 + 6 Project Hours each
Soap Bags	
Crocheted	\$2.00 + 2 Project Hours each
Utility and Laundry Bags	
Handmade	\$4.00 + 1 Project Hour each
Ditty Bags	\$2.00 + ½ Project Hour each
Walker bags	\$6.00 + 2 Project Hours
Wheel Chair Covers	
Includes the back & pockets	\$6.00 + 2 Project Hours each
Wheel Chair Cushion Cover	\$6.00 + 2 Project Hours each

Refreshments

All Purchased Refreshments

CREDIT UNDER REFRESHMENTS

Actual Cost and No Project Hours

Homemade

Drinks	Actual Cost (not per cup) + 1 Project Hour
Cakes (Box)	\$6 + 2 Project Hours
Angel Food	\$5 + 1 Project Hour
Pies	\$5 + 2 Project Hours
Cookies	\$3.00 per Dozen + 1 Project Hour per 3 dozen
Doughnuts/Cupcakes	\$3.00 per Dozen + 1 Project Hour per dozen
Buns/Rolls	\$2.00 per Dozen + 1 Project Hour per dozen
Fruit & Nut Bread	\$4.00 + 1 1/2 Project Hours each
Brownies/Bar Cookies	\$4.00 + 1 1/2 Project Hours per BATCH
Deviled Eggs	\$2.50 per Dozen whole eggs + 1 Project Hour
Sandwiches	(whole sandwich is 2 slices of bread)
Salad (ham, tuna, egg, pimento)	\$2.00 each whole + 1 Project Hour per dozen
Meat & Cheese	\$1.50 each whole + 1 Project Hour per 2 dozen
Peanut Butter & Jelly	\$1.00 each whole + 1 Project Hour per 2 dozen

Meals

If served at a hospital, such as a Bar-B-Q, take credit for what the Auxiliary purchased and/or donated. If meals are served by the Auxiliary at the VFW Post, then use the actual cost of meals eaten by the Patients. Example: ham dinner, total cost of groceries \$343.00, with 100 total people served, 20 were Patients. Cost of groceries divided by number of people served times number of patients served equals credit. (\$343.00 divided by 100 served = \$3.43 x 20 patients = \$68.60 credit)

Transportation

\$.14 per mile. PER MEMBER, ROUND TRIP

CREDIT UNDER MILEAGE

\$.14 x number of miles

TOLLS-Bridge/Parking/Public Transportation/Roads **Actual cost credit under gifts**

When hospital visit is part of a meeting, then round trip mileage is reported from the meeting place or hotel.

Miscellaneous

Reasonable allowances will be given for anything that is not listed above. Explain under information.

If you are allowed (in your area) to donate articles not listed, include them on your Hospital Report at what you consider a fair price. The Grand Chairman and the Supreme District Commissioner will review and send me their comments. If there seems to be a disagreement, you will be notified. This also goes for SPECIAL shopping trips for patients or large parties. Attach explanation for these hours and the same will be done.

Please use the Forms prepared for you in this section or on the web site. It will make your job a lot easier when it comes to reporting used clothing, books, and magazines.

We want each Auxiliary to have the same opportunity to obtain a Citation. These costs are an average across the country and the hours are what it should take an average person to do the project. We realize that some people can knit or crochet a lot faster than others, so we have tried to find a happy medium.

HOSPITAL FORM INSTRUCTIONS

Please read the form and answer the questions when filing out Hospital Forms. The following are explanations for each section of the form and an example of a completed form is on the next page.

Auxiliary Name, Number, State, and Where Visit Made: go on the 1st line (1), (2), (3), (4) on the sample form. If Patients are brought to the VFW Post, please list the Hospital or Nursing Home that Patients are from.

Member Number: (5) on sample.

Member Name: (6) on sample—list each MOCA Auxiliary Member in ALPHABETICAL order by LAST NAME. Put the total **Project Hours** (7), total **Travel Hours** (8), and Total **Visit Hours** (9) using no more than 2 decimal points. If you are using the computer form, (10) **Total Hours** will add automatically. If doing by hand, (10) Total Hours then add column 7, 8, and 9 together and put total in (10). Miles (11) is total miles round trip to 2 decimal points.

Total \$: (12) if using computer form, (12) will add automatically. If doing by hand, (12) is Total Hours (10) multiplied by \$22.55 plus Miles (11) multiplied by 0.14.

Information: (13) is used for explanations of project hours such as “baked 2 cakes, blood donations, lap robes, etc. This line can also be used to denote Clown, New Name, New Member, transfer, individual visit dates when more than one visit to same hospital, etc. When giving New Name, list Old Name in information. If transfer, give Grand and Auxiliary Number. If reinstated, the last year person was a member would be helpful in locating their previous hours.

Total (14) if using computer form, will add automatically. If doing by hand, (14) is total of each column.

No. Members (15) is the total number of members that did things not just the number of names listed. For example, on the sample sheet for the total members is 10 because of the different dates of visits.

Patients (16) is the number of patients visited. For example, on the sample sheet, the No. Patients is 125 which was 25 patients visited on 5/24 and then 25 patients visit each day of 5/5, 5/12, 5/19, and 5/23.

Date: (17) is the date of the visit if only one visit on sheet otherwise do like the sample.

Kind of Entertainment: (18) Bingo, sing-along, ball game, etc., and the allowable credit if applicable for amateur or paid entertainer goes in (19). Bingo prizes and money are listed under gifts.

Refreshments: (20) List refreshments with amount and cost. Example: 6 dz. Homemade cookies \$18, 1 cake purchased \$5.79 goes in (20) with the total of refreshments in (21).

Gifts: (22) This is Bingo Prizes, **blood**, canteen books, donations, lap robes, tray favors, toll costs, etc. Itemize with quantity and value of each on (22) and put total in (23).

Clothing, Books, & Magazines: (24) List new clothing and price and total from used clothing form. Attach a list of all used clothing, books, and magazines. Put totals listed from (24) in total (25).

Submitted By: (26) Put your name and title.

GRAND TOTAL: (27) If using computer form, total will add automatically. If doing by hand, then add Total \$(14), (19), (21) (23), and (25).

E-Mail: (28) put in your e-mail address. **Phone:** (29) your phone number. **Address:** (30) mailing address, **City:** (31), **State:** (32), **and Zip:** (33)



**GRAND HOSPITAL CHAIRMAN'S MONTHLY REPORT
MILITARY ORDER OF THE COOTIE AUXILIARY
"KEEP 'EM SMILING IN BEDS OF WHITE"**



Grand: _____ Colorado _____ Date: 5/10/23 2023-2024

If this form is completed on a computer, all formulas will be self calculated

GRAND/ AUX	Goal	Reports	Visits	# Members	# Patients	Project Hours	Visit/ Travel Hours	Miles	Gifts	Units of Blood	This Months Credit	Previous Months Credits	Total Credits	Percentage
1	\$10,250	1	1	10	49	2.00	15.00	300	\$119.00	1	\$544.35		\$544.35	5.31%
2	\$4,250	2	3	5	35	22.00	7.75	165	\$130.53	1	\$824.49		\$824.49	19.40%
10	\$12,000	1	1	6	10	0.00	9.25	195	\$25.00	0	\$260.89		\$260.89	2.17%
											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
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											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
											\$0.00		\$0.00	
TOTAL	\$26,500	4	5	21	94	24.00	32.00	660	274.53	2	1629.73	0.00	1629.73	6.15%

REMARKS: _____

Respectfully submitted by: _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

TITLE: _____

Copies to: Supreme District Hospital Commissioner

Auxiliary Books, Magazines, and Used Clothing Allowances

Auxiliary _____ MOCA # _____ DATE: _____

Clothing MUST BE clean and ready to wear. Allowances for clothing include washing, soaps, and cleaning fluids.

DO NOT take clothing you would not want to wear yourself.

Books should be in good shape & not yellowed from storage. Monthly magazines should not be more than 3 months old.

MEN'S AND BOYS' WEAR

QTY	ITEM	COST	TOTAL
0	Caps/Scarves	\$3.00	0
0	Coat, Car/Winter	\$25.00	0
0	Gloves	\$3.00	0
0	Jackets, Sports	\$20.00	0
0	Jackets, Summer	\$10.00	0
0	Jogging Suits	\$12.00	0
0	Pajamas	\$8.00	0
0	Pants, Work/Jeans	\$10.00	0
0	Raincoats	\$11.00	0
0	Robes	\$10.00	0
0	Shirts, Dress	\$8.00	0
0	Shirts, t or Jersey	\$4.00	0
0	Shoes, Boot	\$10.00	0
0	Shoes, Other	\$11.00	0
0	Shorts, Walking	\$5.00	0
0	Slacks, Dress	\$10.00	0
0	Slippers	\$5.00	0
0	Snow Suits	\$25.00	0
0	Socks	\$1.00	0
0	Suits, Dress	\$40.00	0
0	Sweaters	\$10.00	0
0	Sweat Shirts	\$6.00	0
0	Sweat Pants	\$6.00	0
0	Swimsuits	\$4.00	0
0	Ties/Belts	\$2.00	0
0	Vest	\$4.00	0
0	Vest, Winter	\$6.00	0
	TOTAL		\$0.00

LADIES' AND GIRLS' WEAR

QTY	ITEM	COST	TOTAL
0	Bed Jackets	\$6.00	0
0	Blouses/Smocks	\$8.00	0
0	Boots	\$10.00	0
0	Coats (Snow Suits)	\$25.00	0
0	Dresses	\$10.00	0
0	Full Slips	\$4.00	0
0	Gowns/Pajamas	\$6.00	0
0	Half Slips	\$3.00	0
0	Jackets, Ladies	\$10.00	0
0	Jeans, Ladies	\$10.00	0
0	Jogging Suits	\$12.00	0
0	Purses	\$4.00	0
0	Robes	\$10.00	0
0	Scarves/Hats	\$3.00	0
0	Shells	\$3.00	0
0	Shoes	\$10.00	0
0	Shorts	\$5.00	0
0	Skirts/Culottes	\$8.00	0
0	Slack Suit, 2 pc.	\$20.00	0
0	Slack Suit, 3 pc.	\$30.00	0
0	Slacks	\$10.00	0
0	Slippers, House	\$5.00	0
0	Sweaters	\$10.00	0
0	Sweatshirts	\$6.00	0
0	Sweat Pants	\$6.00	0
0	Swimsuits	\$10.00	0
0	Vest	\$4.00	0
	TOTAL		0

NEW BOOKS & MAGAZINES

QTY	ITEM	COST	TOTAL
	Books (Hardback)		0
	Books (Paperback)		0
	Magazines		0
	Total		0

USED BOOKS & MAGAZINES

QTY	ITEM	COST	TOTAL
	Books (Hardback)		0
	Books (Paperback)		0
0	Magazines	\$1.50	0
	Total		0

TOTAL COST OF ALL DONATIONS \$0.00

DATE: _____

Delivered To: _____
 Received By: _____ Title: _____

CLOWNS

Keeping them smiling in beds of white is the goal of every MOCA Clown. We are hoping for more members this year to bring cheer and happiness into the lives of those who have given us our freedom and are in the hospital or a long-term care facility. Everyone likes a reason to clown around. So, take time to sing a song; tell a joke; or do something fun with our hospitalized veterans, our disabled, our elderly, and our hospitalized children. Let's put on a happy face and help the world smile.

AUXILIARY

Clown costumes should be in good taste and must consist of more than a funny hat. If you know how to do clown make-up, that's great, but not necessary. Clowns must make three (3) visits between **May 1, 2023 and April 30, 2024**, in their clown costume to qualify as a **Supreme Clown**. **The Auxiliary Hospital Chairman must report these visits on the Monthly Hospital Report Form**. After the three (3) visits have been made, the Auxiliary Hospital Chairman should fill out the Auxiliary Clown Request Form. Then three (3) copies are sent to the Grand Hospital Chairman for verification. (Auxiliaries not in a Grand will apply directly to Supreme Mama Clown.) After Supreme Mama Clown receives the signed request form (which must be signed by the Grand Hospital Chairman), she will issue the Supreme Clown Card and pin or bar within 15 days of receipt. **MOC members and Youth Groups** should be encouraged to participate in this program. Please be sure to indicate if you need a Clown Pin or a Year Bar.

GRAND

The Grand Hospital Chairman will sign the Auxiliary Clown Request Forms and forward them to Supreme Mama Clown.

CLOWN SCRAPBOOK

All clown pictures and mottos will be combined in the **Supreme Historian Program**. Please send pictures of your activities with the date, description, Auxiliary name and number, and identify people in pictures to the Grand Historian. **The Supreme President would like the auxiliaries to send pictures of the clowns in your Grand to the Supreme Historian no later than May 31, 2024**. Remember, you should not take pictures of patients without their express consent. **PLEASE** send copies of your Clown Pictures to Mama Clown also.

SUPREME CONVENTION

Bring your Clown Costume with you to the Supreme Convention. Please notify Supreme Mama Clown if you plan to attend the Supreme Convention as a Clown. A special prize will be given to the **Grand** and **Auxiliary Not in a Grand** with the best participation at the Supreme Convention.

PIN

After three (3) certified clown visits, you will be sent the Clown Pin or Year Bar from Supreme Mama Clown.

AWARDS

There will be an award given to the Grand and Auxiliary Not in a Grand who have the highest percentage of growth in the Clown Program.

SUPREME MAMA CLOWN

Phyllis Kelly
1904 S. Belmont Ave.
Springfield, OH 45505
Cell: 937-408-2302

SUPREME ASSISTANT MAMA CLOWN

K. Rosemarie Brown
1399 Woodman Dr.
Riverside, OH 45432
Cell: 937-254-4667

AUXILIARY CLOWN REQUEST

Mail To: **Grand Hospital Chairman**

Grand: _____

Auxiliary Name: _____

Number: _____

Date: _____

Supreme Mama Clown:

Please issue Supreme Clown Cards and pins to the following:

Name (Please print clearly or type) (Note MOC or Youth., if applicable)	Pin or Bar	Dates of Three (3) Qualifying Visits Made Between May 1, 2023 and April 30, 2024		
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)
		1)	2)	3)

I certify that the above have made three (3) Hospital Visitations as a Clown, and these visits have been reported on an MOCA Auxiliary Hospital Report Form.

Auxiliary Hospital Chairman

Auxiliary President

Address

E-mail: _____

City, State, Zip

E-mail: _____

If your **Auxiliary is not in a Grand**, this form must be signed by the Auxiliary Hospital Chairman. Grand Hospital Chairman or Auxiliary Hospital Chairman is to send one copy to Supreme Mama Clown and keep one copy for her files.

Grand Hospital Chairman

E-mail: _____



SUPREME SEAM SQUIRREL'S AND SUPREME PRESIDENT'S



Joint Mission Special Project 2023-2024

Keep' em Vertical Operation Big Boot

This mission has been developed to reduce the Veteran Suicide Rate commonly referred to as “22 a day”. We need to do what we can to get that number to zero. Understand that I have no illusions that we will ever get to that number. It is time we as Cooties and Auxiliaries try to do something about it. We will never know the true impact of our efforts until after we have tried it. However, we must start somewhere. The reason for the boot being utilized as the symbol is that we need to show the Veterans they are not alone, and we will help walk with them through their journey to recovery. So, please embrace the idea and intent behind this effort and make a conjoined effort to “Keep'em Vertical” by “Putting Boots on the Ground”, so we can “Keep'em Smilin' in Beds of White”, when the time comes.

So how will this mission work: Every Grand MOC/Grand MOC Auxiliary, East & West Area Black Pup Tents, and Auxiliaries not in a Grand need to do an event that is geared towards the awareness of Veterans Mental Health Issues and the prevention of Veteran Suicides. Funds raised will remain in your State/Area and be donated to an organization that helps in Veterans Mental Health Awareness and Suicide Prevention. As many of you know what is needed in your area and how to help those veterans.

What is Required: Report the event with the minimum information on the attached Form. It is fashioned somewhat like the Hospital report. If your organization is already doing that, then you are ahead of the game.

Types of Events that meet the requirements:

- Fundraisers specifically for Veteran Mental Health Awareness and the prevention of Veteran Suicide.
- An event that provides a forum / meeting to address Veteran's Issues.
- Assisting another Organization with an event addressing the issues.
- Attending another event as a group (not an individual) geared toward the issues.
- Any other event that may be outside the box and reviewed by the Committee as acceptable.
- If you have a Fundraiser and cannot find a worthy place for donation you may send it to Supreme MOC Quartermaster or Supreme MOCA Treasurer and earmark it for Operation Big Boot and we will donate to an organization that is helping with this cause.

Simply donating money will not meet the requirements of this Mission. This is meant to be an “attend and do something” Mission. **Get Involved!**

This is your program to help our veterans.

All reports from will be sent to the Operation Big Boot Chair – Luther Sawicki, email: luthersawicki@gmail.com. Phone: (440) 228-8594. **MOCA send a copy to:** Billie Cassidy, bscassidy@tds.net, Phone: (931) 628-1774

Acknowledgement:

All Operation Big Boot reports received by the “Big Boot” Chair will be reviewed by the Operation Big Boot to determine level of commitment to “Keep’em Vertical” and will receive one of the following Certificates:



Red Boot Certificate – Participating in the Mission and submitting the form.



White Boot Certificate – Participating in the Mission and submitting the form with a separate report for the event.



Gold Boot Certificate – Participating in the Mission and submitting the form with a separate detailed report for the event.

(These Certificates will be awarded one per area as described in Supreme Policy for electing the Junior Vice Commander.)

Pacific Area - (AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, PAC, UT, WA, WY)

Central Area - (AL, AR, IA, KS, LA, MN, MS, MO, OK, NE, ND, SD, TN, TX)

Northern Area - (CT, IL, IN, KY, MA, ME, MI, NH, NJ, NY, OH, RI, VT)

Atlantic Area - (DC, DE, EUR, FL, GA, MD, NC, PA, SC, VA, WV)



Big Gold Boot Award – Will be chosen by the Committee and awarded to the one Pup Tent/Auxiliary that portrayed the true meaning and intent of this mission by working together and with others.

So Lets

“Keep ‘em Vertical” by

“Putting Boots on the Ground”

so we can

“Keep ‘em Smilin’ in Beds of White”



Operation Big Boot Event

Grand/Area: _____ Date of Event: _____

Location of Event: _____

of other Groups Present: _____ Amount Raised (if a fundraising event): _____

Other Groups Present: _____

of Cooties Present: _____ # Auxiliary Members: _____ Total Number Attendees: _____

Description of Event: _____



Operation Big Boot Event

Grand/Area: _____ Date of Event: _____

Location of Event: _____

of other Groups Present: _____ Amount Raised (if a fundraising event): _____

Other Groups Present: _____

of Cooties Present: _____ # Auxiliary Members: _____ Total Number Attendees: _____

Description of Event: _____

MEMBERSHIP

Auxiliaries: When processing your new transmittal form, remember to include a copy of all new membership applications and send both the transmittal and the applications to the Grand Treasurer. (Note: Auxiliaries not in a Grand should send their transmittals and applications to the Supreme Treasurer.)

Grands: When processing your new transmittal form, remember to include a copy of all new membership applications and send a copy of **both** the Auxiliary Transmittal Form and the Applications to the Supreme Treasurer. All membership numbers will be based on the official totals in the Supreme Treasurer's records.

Grand Membership Divisions

Division #1	under 95 Members	Division #2	96-132 Members
Division #3	133-168 Members	Division #4	169 and over Auxiliaries
Division #5	Auxiliaries Not in a Grand		

Awards - Grands

Grands achieving 90% by December 31, 2023, will receive a Supreme Citation.

A Grand in each division to reach the highest percentage over 100% by April 30, 2024, will receive:

1st place - \$40.00 and a citation 2nd place - \$20.00 and a citation 3rd place - \$15.00 and a citation

Awards – Auxiliaries

(new Auxiliaries not included)

Citations to all auxiliaries achieving 90% by December 31, 2023. Auxiliaries achieving 100% by December 31, 2023, will be eligible for a **\$40.00** drawing.

An auxiliary in each of the 5 divisions achieving the highest numerical gain (New and Reinstated Members) over 100% will receive: **1st place – \$40.00 Runner Up - \$20.00**

While we value every existing and new member, we want to expand our membership to include male Auxiliary members. We will therefore have an award to the Auxiliary in each of the 5 divisions recruiting the greatest number of male members. Each winning Auxiliary will receive **\$15.00**. *To be eligible for this award, a copy of the new member application must be sent by the Auxiliary directly to the Supreme Membership chairman, in addition to sending a copy to the Grand or Supreme Treasurer.*

Eligibility for these Awards will be based on the membership transmittals sent to the Supreme Treasurer. In the case of a tie, Awards will be split.

Recruiter Award: Any member that recruits five new or reinstated members between September 1, 2023, and April 30, 2024, should complete the recruiter form and mail it to the Supreme Membership Chairman with the dates the members were initiated. The form must be signed by the President and the Treasurer of the Auxiliary. This does not include the formation of a new auxiliary.

Each recruiter will receive a citation and a chance in a drawing for **\$25.00** to be held at the Supreme Convention. A membership Recruiter form may be submitted each time a member recruits new or reinstated members.

Supreme Membership Chairman

Sandra McKinley
13440 126th Ave
Largo, FL 33774
727-403-1612
sanmckin13440@gmail.com

Assistant Membership Chairman

Louise Koser
2700 N Hwy A1A #4-101
Indialantic, FL 32903
321-243-7117
lkoser51@yahoo.com

Membership Recruiter

AUXILIARY

Mail to: **Supreme Membership Chairman**
Sandra McKinley
13440 126th Ave
Largo, FL 33774-2430
sanmckin13440@gmail.com

Date: _____

Grand: _____

Auxiliary Name: _____

Auxiliary #: _____

Name Five New or Reinstated Members:

Date Initiated:

1. _____

2. _____

3. _____

4. _____

5. _____

Recruiter's Name: _____

Address: _____

Name Five New or Reinstated Members:

Date Initiated:

1. _____

2. _____

3. _____

4. _____

5. _____

Recruiter's Name: _____

Address: _____

Treasurer

President

E-mail: _____

E-mail: _____



VFW National Home



The 2023-2024 National Home Special Project chosen this year is two-fold shared jointly by Supreme President Billie Cassidy and Supreme Commander Mark Larkin. So read all about one of their projects. It is quite unique. We want to have some great ideas to raise funds to support both projects. Curious?? I'm sure. Okay here goes.



“Heroes to Hives Program”



Was developed as a Service Member Training and Support Program. Heroes to Hives is a 9-month beginning beekeeping education course designed to train Service Members through a free online training program that is coupled with on-ground training opportunities to develop a community of support with other veterans. Since 2015, Heroes to Hives has trained over 8,200 Service Members and their dependents from all over the world.

Since 2015, the Heroes to Hives program has been leading the nation in training military veterans, National Guard members, Active-Duty personnel, Reservists and their dependents in the art and science of beekeeping. Founded by Bee Wise Farms LLC and Michigan Food and Farming Systems' Veterans in Agriculture Network, the program began as a way to engage Service Members in beekeeping as an opportunity for them to continue serving their nation by protecting our nation's food security and work with other Service Members to recreate the support network of the military.

The 2023 Heroes to Hives program includes: Over 100 hours of online training in beekeeping through lectures, instructional videos, and handouts. Small business training by the Small Business Administration's Veterans Business Outreach Center Educational module and job seeking tool for preparing veterans for jobs in the commercial Beekeeping industry. Online marketing training and training on therapeutic practices in the bee yard.

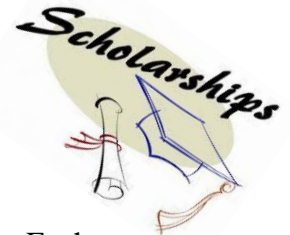
Service Members successfully completing the Heroes to Hives program are eligible to receive a Certificate of Completion, recognized by the U.S. Department of Agriculture (USDA). They also have the opportunity to transfer Heroes to Hives credits to the Great Plains Master Beekeeping Program at the University of Nebraska where Service Members can complete their Master Beekeeping Certificate. This will give our Veterans at the National Home a much bet opportunity for an exciting new career.



Music Program

Let's start with a new twist to the music program. Last year the focus was on Guitars for Vets. The 2023-24 MOC Supreme Commander and MOCA Supreme President's Special Project will be raising funds to cover the expense of 23 full-sized keyboards. Previously Pianos were in the homes and long usage made them not replaceable. Now children and adults will be able to learn to play and practice at home. The National Home even acquired an additional musical instrument group, which included a drum kit. The children began practicing on a ragtag set of mismatched drum pieces discovered in the music room. Todd Marriott the Facilities Director has been recruited to provide the drum lessons. Music has a therapeutic nature of being soothing and uplifting; music teaches children so much while providing confidence and self-esteem. They are also upgrading the audio equipment.

Scholarship



There are two types of Scholarship Funds. Do not confuse the Supreme Obligation Scholarship fund with the National Home internal Scholarship Program.

National Home Scholarship Program allows students to further their education. Each year one or more Scholarships may be awarded to graduates of the National Home regardless of his or her intended major. This Scholarship aids in their continuous education. Make sure any donation you make is earmarked for the project your Auxiliary intends the funds to be used for, while at the National Home, sent or presented direct to National Home. National Home may award one or more Scholarships to a Graduate of the National Home to aid in their continuous education if needed.

Supreme National Home Fund The donations received are donated to the VFW National Home for Children to be used for the MOC/MOCA House and other things that the children need. They have special outings and Holiday events that funds are used for. Just ensure you earmark on the FOR line what your donation is intended for!

Donations to the Supreme National Home Fund and The National Home Supreme Presidents Special Project are to be mailed directly to the Supreme Treasurer.

Cootie Christmas The annual Cootie Christmas Party will be held this year 1-3 December 2023. Cootie Christmas is hosted by the Grand of Michigan and funded through your generous donations; ensure you earmark your check Cootie Christmas. There are numerous opportunities to support Cootie Christmas. If your Grand or its Auxiliaries bring gifts, make a special monetary donation, or support any of the other programs, make sure you report it on the National Home Form, listing hours spent making or purchasing gifts. Your Grands may also support with gifts from their Grand to give out at the Christmas Party.

- National Home Gift shop is open for you to buy or order logoed items. There is also a place on their website to order direct.
- Youth Craft room has a limited number of handmade Cootie crafts for sale; and the Santa Shop needs donations of items for house families or donations to purchase shortfalls. (Youth earn points to buy gifts for their families.)

Other National Home Programs Life Membership Programs, Pins and Souvenirs, Bequests, Memorials, Subscriptions to the Patriot, Graduations, Birthdays, etc. are sent directly to the VFW National Home at 3573 S. Waverly Road, Eaton Rapids, MI 48827. The telephone number to the Home is (517) 663-1521. Send National Home Seal money to VFW National Home, PO Box 1521, Eaton Rapids, MI 48827. Several Grands have Special Programs to benefit the National Home.

There are **Four Grands who host Events:**

Ohio Day - 5 August 2023

Michigan Day - 6 August 2023

Illinois Day - 23 September 2023

Indiana Day – 24 September 2023

This is not to say that your Grand cannot sponsor a National Home Day.

Remember a report must be received by the Grand Chairman for them to attach to your year-end reports for Awards and Certificates. Auxiliaries not in a Grand ensure you send your reports directly to me.

2023-2024 Awards Programs

- Citations will be awarded to each Auxiliary and Grand reporting at least \$25 to The National Home Supreme Presidents Special Project Fund. A copy of the Year-End Report from the Auxiliary must be received along with the Grand's Year-End.
- Citations will be awarded to each Auxiliary and Grand reporting at least \$25 to the Supreme National Home Fund. A copy of the Reports from the Auxiliary and Grand must be received.
- Citation and a gift to the Division Auxiliary and Grand with the Best Program.
- Citation and Plaque to top Grand for best-supported Project for the year.

Reports may be sent by regular mail or e-mailed to me. I will respond they are received!

Instructions

- Send all National Home reports monthly on the Supreme Form provided to your Grand National Home Chairman of your donations. Monthly and Year-End Report Forms can be found in the Supreme Program Book or at www.lotcs.org under Auxiliary emblem and National Home Tab.
- Due to many new National Home Chairmen a new section is being added for better clarification of how to file Year-end reports. GRAND PRESIDENTS ensure your chairmen have a copy of the MOCA Program they have accepted for your Grand and ensure reports are filed especially the Year-End.
- When submitting ensure as Grand National Home Chairman you have included the year-end submissions for all Auxiliary's reporting; otherwise, they do not receive recognition from Supreme.
- Ensure this is not a copy of their donation/contribution form; these are not the proper forms to submit reports on the National Home. Year-End Report form must be used.

Supreme National Home Chairman

Penny Sue Cacoulidis

51 Snowberry Ct

Lake Jackson, TX 77566

Cell: (910-200-7242)

E-mail: texasladybug2017@yahoo.com



VFW NATIONAL HOME



Penny Cacoulidis
51 Snowberry Ct.
Lake Jackson, TX 77566

Monthly

GRAND

Due Date: Supreme Chairman 15th each month

Auxiliary: Name and Number _____ Grand: _____

Amount Contributed to:

- Supreme MOCA National Home Fund \$ _____
- Supreme MOCA National Home Special Project \$ _____
- Grand National Home Project \$ _____
- Grand President's National Home Special Project \$ _____
- Donations other Events at National Home:
- Cootie Christmas \$ _____
- Easter Treat \$ _____
- Donations for Santa Shop, Craft Shop, Bricks, Scholarship \$ _____
- Donations Grand of Michigan for Cootie Christmas \$ _____
- Contributions sent Direct to National Home (Other) \$ _____
- Programs of Grand and/or other Grands (explain) \$ _____

How many members have participated in your Grand and or other Programs of other Grands? _____

Did your Auxiliary send Cards (any holiday) for the Houses and/or Children? \$ _____ # _____

Did your Auxiliary send/take gifts for the House/Children? Yes ___/No___ \$ _____ # _____

(List gifts or items sent) use back of form if necessary _____

Does your Auxiliary have a National Home Life Membership? Yes___/No___

How many new members have Life Memberships for the 2023-24 year? _____

How many members visited the National Home this year? _____

Describe in detail how your Auxiliary raised funds for the National Home Programs. Please be Specific (use back if necessary) _____

Auxiliary Chairman:

Email:

Address: City, State and Zip

Phone:



VFW NATIONAL HOME



Penny Cacoulidis
51 Snowberry Ct.
Lake Jackson, TX 77566

YEAR-END

GRAND

Due Date: Supreme Chairman 15th each month

Auxiliary: Name and Number _____ Grand: _____

Amount Contributed to:

- Supreme MOCA National Home Fund \$ _____
- Supreme MOCA National Home Special Project \$ _____
- Grand National Home Project \$ _____
- Grand President's National Home Special Project \$ _____
- Donations other Events at National Home:
- Cootie Christmas \$ _____
- Easter Treat \$ _____
- Donations for Santa Shop, Craft Shop, Bricks, Scholarship \$ _____
- Donations Grand of Michigan for Cootie Christmas \$ _____
- Contributions sent Direct to National Home (Other) \$ _____
- Programs of Grand and/or other Grands (explain) \$ _____

How many members have participated in your Grand and or other Programs of other Grands? _____

Did your Auxiliary send Cards (any holiday) for the Houses and/or Children? \$ _____ # _____

Did your Auxiliary send/take gifts for the House/Children? Yes ___/No___ \$ _____ # _____

(List gifts or items sent) use back of form if necessary _____

Does your Auxiliary have a National Home Life Membership? Yes ___/No___

How many new members have Life Memberships for the 2023-24 year? _____

How many members visited the National Home this year? _____

Describe in detail how your Auxiliary raised funds for the National Home Programs. Please be Specific (use back if necessary) _____

Auxiliary Chairman:

Email:

Address: City, State and Zip

Phone:



VFW NATIONAL HOME



Monthly

Grand Auxiliaries

Due Date: Set by Grand Chairman

Auxiliary: Name and Number _____ Grand: _____

Amount Contributed to:

- Supreme MOCA National Home Fund \$ _____
- Supreme MOCA National Home Special Project \$ _____
- Grand National Home Project \$ _____
- Grand President's National Home Special Project \$ _____
- Donations other Events at National Home:
- Cootie Christmas \$ _____
- Easter Treat \$ _____
- Donations for Santa Shop, Craft Shop, Bricks, Scholarship \$ _____
- Donations Grand of Michigan for Cootie Christmas \$ _____
- Contributions sent Direct to National Home (Other) \$ _____
- Programs of Grand and/or other Grands (explain) \$ _____

How many members have participated in your Grand and or other Programs of other Grands? _____

Did your Auxiliary send Cards (any holiday) for the Houses and/or Children? \$ _____ # _____

Did your Auxiliary send/take gifts for the House/Children? Yes ___/No___ \$ _____ # _____

(List gifts or items sent) use back of form if necessary _____

Does your Auxiliary have a National Home Life Membership? Yes___/No___

How many new members have Life Memberships for the 2023-24 year? _____

How many members visited the National Home this year? _____

Describe in detail how your Auxiliary raised funds for the National Home Programs. Please be Specific (use back if necessary)

Auxiliary Chairman:

Email:

Address: City, State and Zip

Phone:



VFW NATIONAL HOME



Year-End

Grand Auxiliaries

Due Date: Set by Grand Chairman

Auxiliary: Name and Number _____ Grand: _____

Amount Contributed to:

- Supreme MOCA National Home Fund \$ _____
- Supreme MOCA National Home Special Project \$ _____
- Grand National Home Project \$ _____
- Grand President's National Home Special Project \$ _____
- Donations other Events at National Home:
- Cootie Christmas \$ _____
- Easter Treat \$ _____
- Donations for Santa Shop, Craft Shop, Bricks, Scholarship \$ _____
- Donations Grand of Michigan for Cootie Christmas \$ _____
- Contributions sent Direct to National Home (Other) \$ _____
- Programs of Grand and/or other Grands (explain) \$ _____

How many members have participated in your Grand and or other Programs of other Grands? _____

Did your Auxiliary send Cards (any holiday) for the Houses and/or Children? \$ _____ # _____

Did your Auxiliary send/take gifts for the House/Children? Yes ___/No___ \$ _____ # _____

(List gifts or items sent) use back of form if necessary _____

Does your Auxiliary have a National Home Life Membership? Yes___/No___

How many new members have Life Memberships for the 2023-24 year? _____

How many members visited the National Home this year? _____

Describe in detail how your Auxiliary raised funds for the National Home Programs. Please be Specific (use back if necessary)

Auxiliary Chairman:

Email:

Address: City, State and Zip

Phone:



VFW NATIONAL HOME



Penny Cacoulidis
51 Snowberry Ct.
Lake Jackson, TX 77566

Year End

Auxiliaries Not in a Grand

Due Date: Set by Supreme Chairman

Auxiliary: Name and Number _____ Grand: _____

Amount Contributed to:

- Supreme MOCA National Home Fund \$_____
Supreme MOCA National Home Special Project \$_____
Grand National Home Project \$_____
Grand President's National Home Special Project \$_____
Donations other Events at National Home:
Cootie Christmas \$_____
Easter Treat \$_____
Donations for Santa Shop, Craft Shop, Bricks, Scholarship \$_____
Donations Grand of Michigan for Cootie Christmas \$_____
Contributions sent Direct to National Home (Other) \$_____
Programs of Grand and/or other Grands (explain) \$_____

How many members have participated in your Grand and or other Programs of other Grands? _____
Did your Auxiliary send Cards (any holiday) for the Houses and/or Children? \$ _____ # _____
Did your Auxiliary send/take gifts for the House/Children? Yes ___/No___ \$ _____ # _____
(List gifts or items sent) use back of form if necessary _____
Does your Auxiliary have a National Home Life Membership? Yes___/No___
How many new members have Life Memberships for the 2023-24 year? _____
How many members visited the National Home this year? _____
Describe in detail how your Auxiliary raised funds for the National Home Programs. Please be Specific (use back if necessary)_____

Auxiliary Chairman: _____ Email: _____

Address: City, State and Zip _____ Phone: _____



VFW NATIONAL HOME

LIFE MEMBERSHIP APPLICATION

MEMBER INFORMATION

Title: Mr. Mrs. Ms. Miss

Name: _____

Address: _____

City: _____

State: _____

ZIP Code: _____

Date of birth: _____

*Email: _____

*Mobile Phone: _____

Membership Type:

Associate (not a member of the VFW or VFW Auxiliary)

Life Member (must be a member in good standing of the VFW or VFW Auxiliary or a unit of the VFW or VFW Auxiliary.

Complete affiliation information below. If no Post or Auxiliary number is provided, an Associate Membership will be issued.)

VFW & VFW AUXILIARY INFORMATION

(Required if a VFW or VFW Auxiliary member)

I am a member of VFW Post _____ in the Department of _____ VFW

I am a member of VFW Auxiliary _____ in the Department of _____ VFW Auxiliary

RECRUITER (Not required)

Recruiter name: _____ Recruiter Post or Auxiliary number: _____

PAYMENT INFORMATION

Apply online at:

www.vfwnationalhome.org/membership

One-time membership fee \$50

Check enclosed and made payable to **VFW National Home**

Charge my Visa Mastercard Discover American Express

Name on card: _____

Card number: _____

Signature: _____

Expiration date: _____

WHY SHOULD YOU BECOME A LIFE MEMBER

BEING A LIFE MEMBER or an Associate Life Member of the VFW National Home is one way you can create a bond between yourself and the mission of the National Home. Your support and encouragement honor our veterans and today's military by helping their children and families in times of need. Life Members in good standing with the VFW or VFW Auxiliary may vote for trustees representing their National Home District and proposed Bylaw or Articles of Incorporation changes.

*These fields are required for electronic voting.



THE SARAH DUCHARME SCHOLARSHIP PROGRAM



Since its inception in 1972, the Scholarship Program has awarded scholarships to students recommended per applications submitted by Grand Auxiliaries and Auxiliaries not in a Grand. Scholarship donations from Grands and local auxiliaries will make this happen. Only with your help can we continue to assist our members and their families with this Program. Being 100% and more in Scholarship donations from every Grand and Auxiliary is what makes this happen.

PURPOSE: The Scholarship Program is to assist in furthering the education of a student who wishes to obtain a post high school education to earn a technical or undergraduate degree in a medical field. These fields include but are not limited to areas in Nursing, Pharmacology, Radiology, Dental Assisting, Laboratory Technician or Dietitian and Veterinary Science. The scholarship program is not for graduate level or degree advancement. Auxiliary members are eligible for this scholarship.

ELIGIBILITY: Applicant must be a descendant of someone with VFW or VFW Auxiliary Eligibility. (All students are accepted if they meet the Eligibility requirements.) The student must have a High School Diploma or equivalent and must have been accepted as a full-time student at an Accredited College, Technical School or special Instructional Institution. The Application with Recipient's Student ID number will be submitted to the Chairman of the Grand Scholarship Committee or the Chairman of the Scholarship Committee for Auxiliaries not in a Grand. The Recipient may apply for an additional year of funds after successfully completing the current year providing their continuance is in the Medical Field. A maximum of four (4) Awards may be granted to a Recipient. There may be only **One New Applicant per year** from a Grand or Auxiliary not in a Grand.

FUNDING: All MOC Auxiliaries are obligated to send in **\$0.50** or more per member, based on the membership as of June 30, 2023. Donations are also welcome from Grand Auxiliaries and personal donations. Annual Scholarship awards will not exceed the amount of funds received each year from the Grands and Auxiliaries.

DISBURSING: Scholarship Awards will be sent directly to the Recipient's School by the Supreme Treasurer in two (2) installments. The first will be sent at the beginning of the term and the second after a copy of the enrollment for the second session is sent to Supreme Scholarship Chairman so he/she can forward to the Supreme Treasurer.

COMMITTEE MEMBERS: The Supreme Scholarship Committee consists of three (3) Members, one to be appointed each year by the Supreme President. The Chairman shall be the One-Year Member.

DUTIES OF THE SUPREME SCHOLARSHIP COMMITTEE:

- The committee shall review all Applications and determine who the Recipient(s) shall be. The decision of the Recipient and the amount of the Scholarship shall be based on need, scholastic ability, and sincere interest in their chosen field.
- The Committee must agree on any decisions made.

- The Committee shall keep the Grand Scholarship Chairman informed concerning the status of the Recipients for that Grand.
- Committee Members shall keep all records pertaining to all Scholarship Applicants during their tenure on the Scholarship Committee.

DUTIES OF THE SUPREME SCHOLARSHIP CHAIRMAN:

- The Supreme Chairman shall maintain all files of all applicants who have applied for the Scholarship Program. The Supreme Chairman shall notify the proper Supreme Officers of all meetings and pertinent correspondence written, in connection of the Scholarship Program.
- The Supreme Chairman shall ensure that all Scholarship Committee Members receive copies of all correspondence received and sent concerning the Scholarship Program.
- In addition, the Supreme Chairman will ensure that the third-year Committee Member receives a file with copies of all active Applicant files. All active files will be transferred to the incoming Chairman and the inactive files forwarded to the Supreme Treasurer.
- The Supreme Chairman shall also compile all Reports for the Supreme Auxiliary and present incentive Awards at the Supreme Convention. The Supreme Chairman shall arrange the time and place for the Scholarship Committee members to meet at the Convention.
- The Supreme Chairman will notify all Recipients, their Institutions of Learning and Supreme Treasurer of the amount of the Scholarships. The Supreme Chairman will provide the Recipients with the information they will need to submit to receive the second installment of the Scholarship.
- The Supreme Chairman will send each Grand that submits an application a letter informing them if their student will be receiving a Scholarship Award.
- At the end of their year as Chairman he/she will brief the Committee Members of the status of all active Applicant files.
- A list shall be prepared and submitted to the Supreme President and Supreme Treasurer of Recipients and Award Amount with all required information to ensure funds are disbursed in a timely manner to Institutional Learning Centers.
- The Supreme Scholarship Chairman shall maintain contact with Grand Chairman during the year to ensure applications are not held at the Grand level at Year End.

OUTGOING CHAIRMAN:

- The **outgoing** Chairman will provide copies of all correspondence to the incoming Chairman for his/her follow-up.
- The outgoing Chairman will provide the Supreme Treasurer with a list of Recipients approved at Supreme Convention including his/her mailing address, Student ID number, and address of school.
- The Chairman will send the letters to be mailed with the checks to the Supreme Treasurer as soon as possible after the Supreme Convention.

INCOMING CHAIRMAN:

- The **incoming** Chairman will keep on file all correspondence regarding the current Recipients and send reminders at the end of the first term to anyone who has not provided the necessary information for their second installment.
- The **incoming** Chairman will inform the Supreme Treasurer of any changes that occur during the year concerning any Recipient.
- Any Correspondence received by any other Member concerning a current Scholarship Recipient should be forwarded to the current Chairman.

- In the spring, the Chairman will send paperwork to all Recipients who are eligible for renewals with instructions regarding what needs to be submitted and the date it is due back to the Chairman. All renewals are to be sent to the Supreme Scholarship Chairman with a copy furnished to the 2nd and 3rd year Committee Members.

GRAND:

- The Grand President will appoint a Grand Scholarship Chairman who will head a committee to select one *NEW* Applicant to be forwarded to the Supreme Scholarship Committee (all three (3) members) by the deadline of **May 15, 2024**.
- The Grand Chairman shall forward his/her contact information as Grand Chairman to the incoming Supreme Chairman no later than **August 1, 2024**.
- The Grand Scholarship Chairman distributes Report Forms and Application Forms to each Auxiliary Chairman.
- The Grand Chairman promotes the Program within his/her Grand by helping the Auxiliaries, when requested, to interpret the rules and regulations of the Program.
- The Grand Chairman shall be responsible for making a Yearly Report to the Supreme Chairman including donations made by the Auxiliaries, his/her activities, and the activities of the Grand.

AUXILIARY:

- Each Auxiliary should have a Scholarship Chairman appointed who will promote this Program through functions and donations.
- The Auxiliary Chairmen will send their contact information to the incoming Grand Chairman. The Auxiliary Chairmen is responsible for verifying VFW or VFW Auxiliary Eligibility for New Applicants and signing the Application.
- The Auxiliary Chairmen shall be responsible for ensuring all documentation is completed and submitted as requested.
- The Auxiliary Chairmen shall acquaint his/herself with the Program to the best of his/her ability. If any portion is not clear, he/she shall contact the Grand Chairman for clarification.
- The Auxiliary Chairmen is responsible for completing and submitting the Year-End Report to the Grand Chairman with a copy to the Grand President.

AUXILIARIES NOT IN A GRAND:

Chairmen of Auxiliaries not in a Grand follow the same duties as an auxiliary in a Grand. They contact the Supreme Chairman for clarifications and the Year-End Report and submit any candidates directly to all three (3) members of the Supreme Committee.

SUPREME AWARDS:

Awards are based on a percentage of monetary contributions per Member based on June 30, 2023, Membership. Citations will be given to all Auxiliaries making a reported quota of \$.50 per Member.

NO MONEY IS TO BE SENT TO THE SCHOLARSHIP CHAIRMAN, ONLY YOUR REPORTS.

All checks are to be sent directly to the Supreme Treasurer. Checks are to be made payable to **“Supreme MOC Auxiliary”** and earmarked **MOCA Scholarship Fund**. All reports received will have contributions verified by the Supreme Treasurer’s Year-End Report.



**MOCA SCHOLARSHIP
AUXILIARIES NOT IN A GRAND YEAR-END REPORT
Due Date: Aux. not in a Grand – May 15, 2024**

Mail to: Supreme Scholarship Chairman:

DAPHNE DIVINS
4073 Laurel
Abilene, TX 79603
Cell: 325-514-2950
E-mail: ddivins77@gmail.com

Date: _____ Grand: _____

Auxiliary Name: _____ Number: _____

Membership as of June 30, 2023: _____ as of now: _____ Date: _____

Amount sent to Grand Treasurer: \$ _____

Auxiliaries not in a Grand Amount sent to Supreme Treasurer: \$ _____

Did your Auxiliary submit a Student's Name for a Scholarship? Yes No

Did your Auxiliary have a Renewal Application to submit? Yes No

Describe how the Auxiliary raised funds for the Scholarship Program. _____

Scholarship Chairman: _____

Address: _____

City, State, Zip: _____

Email: _____



SCHOLARSHIP
GRAND YEAR-END REPORT
Due Immediately Following Grand Convention

Mail to: Supreme Scholarship Chairman

DAPHNE DIVINS
 4073 Laurel
 Abilene, TX 79603
 Cell: 325-514-2950
 E-mail: ddivins77@gmail.com

Date: _____ Grand: _____

Membership on June 30, 2023 _____ Number of Auxiliaries in Grand: _____

Number of Auxiliaries donating: _____ Total amount donated by Auxiliaries: \$ _____

Number of Auxiliaries donating \$.50 or more per Member: _____

Number of Auxiliaries submitting a student Application for a Scholarship: _____

Is Grand Chairman submitting a student Application for a Scholarship? _____

Total amount donated by Grand Auxiliary: \$ _____

Auxiliary Name & Number	Membership	Amount Contributed	Amount Per Person
Totals			

Scholarship Chairman: _____

Address: _____

City, State, Zip: _____

Email: _____

E-mail: _____ Date: _____



HISTORIAN



The Historian Book for the Grands and Auxiliaries for the 2023-2024 year is a COMBINATION of the Historian, Scrapbook, Publicity and Clown Scrapbooks. The book is to be a COMPLETE Auxiliary history of your President's year and include "the story", pictures, newspaper clippings, etc. for the year.

Books may be bound or loose-leaf, no larger than 16"X20" with a hard cover, binder, or metal post. Please do not use tied books! The inside front cover and inside back cover are to be void of information.

FIRST PAGE: the Name of the Auxiliary, City, State, Current year, President's Name and Address, the Chairman's Name and Address.

SECOND PAGE: THE President's picture (a brief biography is optional).

THIRD PAGE: List of Elected Officers and a List of Appointed Officers.

FOURTH PAGE: Final Membership Totals (include New/Reinstate/Deceased Stats).

IN CHRONOLOGICAL ORDER, the following pages should include:

1. Special Events and Programs sponsored or attended by members of the Auxiliary. Include projects the Auxiliary used to promote Supreme Programs.
2. The visits of importance made by Officers and/or Members such as visits to the VFW National Home for Children, Grand Meetings, Tomb Trek, Hospital Parties, and visits from Grand or Supreme Officers of the Auxiliary need to be included. Do not forget to include a copy of your Memorial Program.
3. You need to include newspaper clippings, mementos, photos, thank you notes, etc.
4. Please remember to include Clown pictures, individually and in-group settings. If your Clown has a "Clown Name", please submit the clown name with individual pictures.
5. Remember that newspaper articles MUST mention the Auxiliary;-please highlight the Auxiliary's name in the article. Do not forget to include General Orders and Auxiliary Newsletters.
6. If a Grand or Supreme Officer attends your meeting, please include a copy of your minutes highlighting your introduction of that Officer and any comments made by that Officer.

Please use glue (do not use scotch tape). Writing in book must be printed or typed.
JUDGING WILL BE DONE ON NEATNESS, READABILITY AND ORIGINALITY.

HISTORIAN BOOKS ON THE AUXILIARY LEVEL; can include pictures from his/her installation, but then must cover the period following the Grand President's installation to the installation of the new President at the next year's Grand Convention.

HISTORIAN BOOKS ON THE GRAND LEVEL; will cover the time period of installation at the Grand Convention to installation of the new President at the next Grand Convention.

ELECTRONIC HISTORIAN BOOKS; will follow the above rules, however, will be judged separately from the Hard Cover Historian books, as a separate category.

Please note: SUPREME AND/OR GRAND AUXILIARIES will not be responsible for material lost out of the Historian book.

Only the **FIRST PLACE AUXILIARY** book will be taken to Supreme, along with the **GRAND BOOK**. Information as to where and when the Books should be delivered will be posted at the beginning of the Supreme Convention. There will be 1st, 2nd, and 3rd Place Awards on Auxiliary and Grand levels.

GRAND PRESIDENTS are instructed to send a report of the Supreme President's visit to the Supreme Historian. This should include a schedule from arrival to departure, any important guests, and any special entertainment. Items can be serious, factual, or funny.

The Supreme President's book will be done in CHRONOLOGICAL order, so it is very important that the Grand President's Historian or chairman forward all material within fifteen (15) days after the visit.

SUPREME HISTORIAN

Barbara Simpson
209 N 3rd Street
Chaffee, MO 63740
Cell: 573-450-0560
E-mail: barbarasimpson271@gmail.com



JUDGING SCORE SHEET FOR HISTORIAN BOOK

AUXILIARY: _____ GRAND: _____

COVER (Max 5 Points) _____

PICTURES (Max 20 Points) _____

ORIGINALITY (Max 20 Points) _____

NEATNESS (Max 15 Points) _____

OVERALL CONTENT (Max 30 Points) _____

FOLLOWED RULES (Max 10 Points) _____

(Maximum Possible Points: 100)

Total Points: _____

Award/Place: _____

Judges:

Additional Comments:

SUPREME HISTORIAN

See program book for chairman and address.





Parliamentary Procedures



To: Auxiliary and Grand Presidents and Parliamentarians:

Parliamentary Procedure is simply an orderly way of conducting business meetings.

The VFW National Convention in July adopted Robert's Rule of Order as the governing rules for all meetings. The MOC followed the same procedure and since they are our parent organization, we are to do the same.

Presidents must have help from the members to move motions for the Auxiliaries to approve taking any action at any time.

In our By-Laws under duties of the Parliamentarian it states "The Parliamentarian shall advise the President on procedural matters upon request and perform such other duties as may be required. **They must know and understand the By-Laws.** You need to know what is in the book.

Our meetings are to properly conduct business for the good of our veterans and the ones in the hospitals. We also take care of the VFW National Home and their residents. Let us make our meetings functional, enjoyable and worth our members' time. We are here for the Veterans, not for our own gain or pleasure. Show the members how Parliamentary Procedure can help do the business.

Presidents, choose your Parliamentarian wisely and listen to their advice.
Parliamentarians, read Robert's Rules of Order and be prepared to assist your President.

I wish you a good year with smooth and successful meetings. I am available if you have questions.

Supreme Parliamentarian

Pat Potter
546 Banning Beach Rd.
Tavares, FL 32778-2141
Cell: 314-420-3756
E-mail: ppotter1293@gmail.com

Assistant Parliamentarian

Jennifer Winn
952 Avatar Dr.
Virginia Beach, VA 23454
Cell: 757-478-4526
E-mail: jen.vfwa.moca@gmail.com

87th TOMB TREK 2023

ARLINGTON NATIONAL CEMETERY

This year the Trek to the Argonne Cross and Tomb of the Unknowns will be held on 3-5 November 2023.

HOTEL INFORMATION: Sheraton Hotel, 900 Orme St, Arlington, Virginia, 22204; room rates \$109.00 plus tax. Parking is \$ 10.00 per day. You may reserve your room by contacting the hotel directly at (703) 521-1900 for reservations. Mention the **Military Order of the Cootie** for proper rate. Cutoff Date for room block reservations is **2 October 2023**.

OTHER INFORMATION: WREATH REGISTRATION \$25.00

ADVANCED REGISTRATION:

Full Registration = \$85.00, Banquet = \$ 50.00, Bus Ticket = \$15.00, Registration Only = \$20.00

AFTER 1 OCTOBER 2023:

Full Registration = \$100.00, Banquet = \$55.00, Bus Ticket = \$20.00, Registration Only = \$25.00

Forms for Registration and Wreaths will be found on the lotcs.org website, under the Events tab and will be in the Cootie Courier. Make Checks payable to “**Tomb Trek Committee**” and send them with completed forms to: **Jane Channell, 2728 Hillside Court, Ijamsville, MD 21754-8806**

MOC DRESS REQUIREMENTS: Red Blazer, White Shirt, Cootie Bolo or Red Tie, White Pants (With or Without Red stripe) Red Socks, White Shoes, Proper Cootie Cover and White Gloves.

MOCA DRESS REQUIREMENTS: White Skirt (or pants) with the appropriate stocking, Red Blazer, White Closed Shoes and Cover.

REMEMBER THAT ONLY COOTIES AND AUXILIARY CONFORMING TO THE FORMAL DRESS REQUIREMENTS WILL BE PERMITTED TO PRESENT A WREATH. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Mark Newman, Tomb Trek Chairman, 348 David Hall Road, Dover, Delaware 19904, email: mnewman122@gmail.com



**Military Order of the Cootie
REGISTRATION 87th TOMB TREK**

3-5 November 2023



Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Pup Tent/Auxiliary Name & Number: _____

Email: _____

Meal Selection: Chicken _____ Beef _____ Vegetarian _____
(Please enter how many of each meal selection.)

<u>Type of Registration</u>	<u>Advanced Registration</u>	<u>After 10/1/2023</u>
Full Registration	\$85.00 _____	\$100.00 _____
Registration Only	\$20.00 _____	\$25.00 _____
Banquet Only	\$50.00 _____	\$55.00 _____
Bus Ticket	\$15.00 _____	\$20.00 _____
# Regular _____		
# Handicap _____		

TOTAL AMOUNT \$ _____ CHECK # _____ DATE _____

Please complete this form, make check payable to TOMB TREK COMMITTEE and mail to:

Jane Channell
2728 Hillside Court
Ijamsville MD 21754-8806
email: mocadolphin@msn.com

Putting Boots on the Ground for Veterans in Beds of White
2023-2024 Program Book



**Military Order of the Cootie
WREATH REGISTRATION
87th TOMB TREK**

Nov. 3 - 5, 2023



MOC:

Pup Tent & #: _____

Grand of: _____

MOCA:

Pup Tent & #: _____

Grand of: _____

GRAND:

MOC: _____

MOCA: _____

SUPREME DISTRICT:

MOC District #: _____

Auxiliary District #: _____

Each registration is \$ 25.00. (\$5 goes towards the design, compilation and printing of the booklet) Your order must be received before 1 October 2023 to be printed in the Annual Tomb Trek booklet. Wreath orders will be accepted after this date BUT will not be printed in the booklet.

TOTAL AMOUNT \$ _____ CHECK # _____ DATE _____

Please complete this form, make check payable to TOMB TREK COMMITTEE and mail to:

Jane Channell
2728 Hillside Court
Ijamsville MD 21754-8806
email: mocadolphin@msn.com