



## MEMORADUM

**TO: MEN'S AUXILIARY PRESIDENTS/POST COMMANDERS**

**FROM: W. BENNY BACHAND, STATE ADJUTANT/QUARTERMASTER**

**SUBJECT: MEN'S AUXILIARY PROGRAM REPORTING & FORMS**

### **MEN'S AUXILIARY FORMS ON LINE [myfloridavfw.org](http://myfloridavfw.org) ~ post accounts**

Under your account is a link to print forms which includes:

Member Change Request Form

Member Application Form

Treasurer Transmittal Summary Form

Treasurer Bond Form which is due by August 31, 2009

Trustee's Report of Audit

### **PROGRAM REPORTING**

Programs include Americanism, Community Activities, Safety, Youth Activities and Environmental.

The Men's Auxiliary Program Reporting is to be done online through the Department Website at [myfloridavfw.org](http://myfloridavfw.org). Click on **Post Accounts** then the **Men's Auxiliary Logo**. Under User Name put your post number, under password put ma and your post no.

**EXAMPLE: USERNAME: 1234 ~ PASSWORD: ma1234.**

Once you have entered the system you will have the ability to change your password by clicking on the change password link. No paper program reports will be accepted by State Headquarters or by the Departments Men's Auxiliary Advisory Chairman Chester Pyatt.

Keep a record of your activities under each program. Submit a copy of your report to your sponsoring Post Commander. You will no longer need to send a copy to the Department Men's Auxiliary Committee Chairman Chester Pyatt; he will have the ability to view your programs once submitted on line.

If you have any questions please contact Robin @ 352/622-5126