

# **CHIEF OF STAFF**

## **EXTENSION/REVITALIZATION/MENTORING**



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### **“THANKFUL & GRATEFUL for the SACRIFICE”**

It has been said, “Change is Progress”. If that is true... We are headed for a very productive year. Our aim is to grow and progress by Retaining the Auxiliaries we have, Revitalizing the weak ones, and Organizing new Auxiliaries to continue building our foundation.

I ask each of you to assist me and all Deputy Chiefs of Staff to attain the greatest gain in our Extension program ever accomplished. Membership is vital to any organization and Membership and Extension work side by side. You can't have one without the other. The success of the greatest organization on earth, the VFW Auxiliary, depends upon its continued growth.

This year our #1 goal is to have every Auxiliary be a Healthy Auxiliary. Our # 2 goal is to Revitalize weak Auxiliaries. District Presidents, it is your responsibility to work with your Auxiliaries. Assist them in any way possible to help them. That may mean asking for help. Your Department President or I are here to assist you. We all want each Auxiliary to be a good functioning Auxiliary doing work for our Veterans, their families and our communities. Saving every Auxiliary is our aim. If an Auxiliary folds for any reason, transferring those members to another Auxiliary IS A MUST.

**Mentoring** is an ongoing program. Everyone is a mentor in some way all the time. We even have mentors that show us what not to do. We will always retain some of the past, as we grow

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with the future. We mentor, to train and prepare leaders, for the future. As we blend the past with the present.

*“Tell me and I forget, teach me and I may remember, involve me and I learn.”*

by Benjamin Franklin

**“Thankful & Grateful for the Sacrifice”** of those that came before us, demands the best of each one of us today, all WORKING TOGETHER. We must Do More and Do It Better in 2024-2025.

This year the title is Department “Chief of Staff, Extension / Revitalization & Mentoring”. All work hand in hand, so this makes sense. Also, we will be using the Green Light - Yellow Light - Red Light terminology regarding the health of an Auxiliary. More information will be given to the Presidents and discussed at training.

District Presidents – Please wait until after National Convention to start your inspections. You may NOT inspect your own Auxiliary. You are requested to make all other inspections yourself if possible. The Department President has appointed Deputy Chiefs of Staff, in each District, **USE THEM**. Each of you must have a strong working knowledge of the current Bylaws and be able to work with all members.

Officers at all levels should be on the alert for any faltering Auxiliary. Advise the State President or Chief of Staff so that assistance can be given, and loss of an Auxiliary can be avoided. In today’s changing world, there is a greater need than ever to preserve our precious American heritage and ideals. This year from **“Our Roots to Our Branches”** we are **“Extending Service to Our Veterans”** gratefully & thankfully.

## AWARDS

1. **\$25.00 to Organizer of each New Auxiliary**, whose charter is received by Department treasurer between July 1, 2024 & March 31, 2025. **(Must be verified by the Department Treasurer)**
2. **\$25.00 to the New Auxiliary** whose charter application is the first received by the Department Treasurer. In case of a tie, each will receive **\$25.00. (Must be verified by the Department Treasurer)**
3. Heart Award to the **Outstanding Deputy Chief of Staff, in each Division.** **(Award based on the Mid-Year & Year-End Extension Report to be filled out by District and Auxiliary Presidents. Members may also submit reports.**
4. Heart Award to Two Outstanding District Mentors. Reports from the District Mentor, District President, Auxiliary President and members.
5. Heart Award to one Mentor in each Auxiliary Division. Reports from the Mentor, Auxiliary President and members will be used.
6. Heart Award to the Two Most Outstanding persons that helps Revitalize their Auxiliary. Report will come from the Auxiliary President; the member and Auxiliary members may also send in form.
7. Heart Award to the Line Officer that demonstrates the biggest heart. This will include mentoring to others, on all levels. Character, attitude, conduct and outward love to our members will be included. Line officers may also make recommendations.

## Chief of Staff Extension/Revitalization

### Mid-Year Report

1. Did you help or assist to see that all were Bonded by August 31<sup>st</sup>? How? \_\_\_\_\_
2. Did you promote using Malta and that all members are registered? How? \_\_\_\_\_
3. Did you promote the use of Malta to help train leaders and officers? How? \_\_\_\_\_
4. How many Auxiliaries in your District utilized the Healthy Auxiliary Tool Kit?  
How? \_\_\_\_\_ Give Details \_\_\_\_\_
5. Did the Tool Kit keep them out of the “Red Flag” zone? Give Details  
\_\_\_\_\_  
\_\_\_\_\_
6. How many Auxiliaries utilized the Building on the Foundation Guidelines Booklet?  
How many \_\_\_\_\_?
7. How many Auxiliaries asked for your assistance, and you were able to help? \_\_\_\_\_  
Give Details \_\_\_\_\_  
\_\_\_\_\_
8. Have any New Auxiliaries been instituted since July 1, 2024? Yes \_\_\_ No \_\_\_  
Which ones? \_\_\_\_\_
9. Have you reported your activities to the Department Chief of Staff? Yes \_\_\_ No \_\_\_
10. Did you promote Mentoring? Yes \_\_\_ No \_\_\_ Did you Mentor? Yes \_\_\_ No \_\_\_  
How? \_\_\_\_\_  
\_\_\_\_\_
11. Add any information about your activities you did to assist the District President,  
Auxiliary or individual.

YOU MAY USE THE BACK OR EXTRA SHEETS TO ANSWER THE QUESTIONS

Deputy Chief of Staff: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Chief of Staff Extension/Revitalization Year-End Report

1. Will you assist to see that all installation reports are in by May 31<sup>st</sup>? Yes \_\_\_ No \_\_\_
2. How many members signed up for Malta that hadn't before? \_\_\_\_\_
3. Did you promote the use of Malta to help training to be leaders and Officers?  
Yes \_\_\_ No \_\_\_
4. How many Auxiliaries in your district utilized the Healthy Auxiliary Tool Kit? \_\_\_\_\_  
Did you assist in any way? Give Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Did the tool keep them out of the "Red Flag" zone? Give Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How many Auxiliaries utilized the Building on the Foundation Guidelines Booklet?  
# that DID use it: \_\_\_\_\_
7. How many Auxiliaries asked for your assistance, and you were able to help?  
\_\_\_\_\_  
Give Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Have any NEW Auxiliaries been instituted since January 2025? Yes \_\_\_ No \_\_\_
9. Have you reported your activities to the Department Chief of Staff anytime from Jan 1 to  
March 2025? Yes \_\_\_ No \_\_\_
10. Did you promote Mentoring? Yes \_\_\_ No \_\_\_ Did you Mentor? Yes \_\_\_ No \_\_\_  
If you did, how did you do it? \_\_\_\_\_  
\_\_\_\_\_
11. Add any information about activities you did to assist the District President, Auxiliaries,  
or individuals.  
\_\_\_\_\_  
\_\_\_\_\_

YOU MAY USE THE BACK OR EXTRA SHEETS TO ANSWER THE QUESTIONS

Deputy Chief of Staff: \_\_\_\_\_ District: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**MENTORING**  
**MID-YEAR REPORT FORM**

This report is to be used by ALL Mentors. It is for April 1, 2024, to Nov. 30, 2024.

1. Are you a District mentor? \_\_\_\_\_ Are you an Auxiliary mentor? \_\_\_\_\_
2. Did you use material from MALTA? Yes \_\_\_ No \_\_\_  
Which ones? \_\_\_\_\_
3. Did you promote the CARE concept? How? \_\_\_\_\_  
\_\_\_\_\_
4. Did you use the Building on the VFW Auxiliary Foundation? Give details.  
\_\_\_\_\_
5. Did you use The Healthy Auxiliary Tool Kit? \_\_\_\_\_
6. What was your most effective tool when working with New Members?  
\_\_\_\_\_
7. What was your most effective tool (skill) when working with members?  
\_\_\_\_\_
8. Did you hold or help with Training to Educate members on duties of officers and their roles? Give details. \_\_\_\_\_  
\_\_\_\_\_
9. Help energize members and help your Auxiliary grow stronger? Yes \_\_\_ No \_\_\_  
How? \_\_\_\_\_  
\_\_\_\_\_
10. How many participants successfully completed a Mentoring for Leadership Program?  
\_\_\_\_\_
11. How many participants have said, they will accept a leadership role?  
\_\_\_\_\_
12. Did you send Patricia Kemp any reports during the year?  
\_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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# MENTORING

## YEAR-END REPORT FORM

This report is to be used by ALL Mentors

1. Are you a District mentor? \_\_\_\_\_ Are you an Auxiliary mentor? \_\_\_\_\_
2. Did you use material from MALTA? Yes \_\_\_\_\_ No \_\_\_\_\_  
Which ones? \_\_\_\_\_
3. Did you promote the CARE concept? How? \_\_\_\_\_  
\_\_\_\_\_
4. Did you use the Building on the VFW Auxiliary Foundation? Give details.  
\_\_\_\_\_
5. Did you use The Healthy Auxiliary Tool Kit? \_\_\_\_\_
6. What was your most effective tool when working with New Members?  
\_\_\_\_\_
7. What was your most effective tool (skill) when working with members?  
\_\_\_\_\_
8. Did you hold or help with Training to Educate members on duties of officers and their roles? Give details. \_\_\_\_\_  
\_\_\_\_\_
9. Do you feel you helped energize members and help your Auxiliary grow stronger?  
Yes \_\_\_ No \_\_\_ How? \_\_\_\_\_  
\_\_\_\_\_
10. How many participants successfully completed a Mentoring for Leadership Program?  
\_\_\_\_\_
11. How many participants have said, they will accept a leadership role?  
\_\_\_\_\_
12. Did you send Patricia Kemp any reports during the year? \_\_\_\_\_  
\_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_