



MOCA New Auxiliary Development and Checklist

New Auxiliary Development & Formation

Organizer Name: _____

Phone: _____ **Email:** _____

Proposed Auxiliary Location: _____

Phase 1 – Sponsoring Pup Tent Approval & Readiness

- ☐ Identify sponsoring M.O.C. Pup Tent _____
- ☐ Verify sponsoring Pup Tent has been active for at least six (6) months
- ☐ If newly instituted Pup Tent, eligibility date: _____
- ☐ Obtain letter or meeting minutes from sponsoring M.O.C. Pup Tent approving sponsorship of the Auxiliary
- ☐ Obtain letter or meeting minutes from sponsoring VFW Post approving the Auxiliary

Phase 2 – Recruitment & Initial Planning

- ☐ Identify at least twelve (12) new or rejoined prospective members
- ☐ Complete membership applications and hold applications until after institution
- ☐ Verify prospective members are VFW Auxiliary members in good standing for a minimum of six (6) months
- ☐ Confirm sufficient leadership pool exists
- ☐ Determine meeting location _____
- ☐ Determine meeting schedule _____

Phase 3 – Mentor Education & Readiness

- ☐ Request Mentor through Supreme

Mentor Assigned & Email Address: _____

☐ Mentorship Meeting #1 – MOCA Mission, Hospital Program & Purpose

Mentor emails Supreme a brief meeting summary and observations.

☐ Mentorship Meeting #2 – Officers' Duties, Meeting Structure & Programs

Mentor emails Supreme a brief meeting summary and observations.

☐ Mentorship Meeting #3 – Expectations, Finances, Responsibilities & Q&A

Mentor emails Supreme a brief meeting summary and observations.

- ☐ Mentor completes and submits Auxiliary Readiness Assessment following Meeting #3

Mentor Recommendation: ☐ Ready to Proceed ☐ Additional Mentoring Needed ☐ Additional Education Needed

Phase 4 – Charter Application

- ☐ Confirm at least twelve (12) new or rejoined membership applications have been completed and dues collected
- ☐ Complete Charter Application and submit Charter Application Packet

Charter Application Packet Must Include:

- ☐ Charter Application
- ☐ \$50.00 check

- ☐ Sponsoring M.O.C. Pup Tent approval letter or meeting minutes
- ☐ Sponsoring VFW Post approval letter or meeting minutes

Submission Date: _____

Submit Charter Application Packet & Fee To:

Georgine Zimmerman, 9117 Southwest 31st Street, Oklahoma City, Oklahoma 73179

Email: GJAZZZMAN@gmail.com

Phase 5 – Institution Approval & Planning

The Auxiliary must be instituted within sixty (60) days of submitting the Charter Application Packet.

- ☐ Select Instituting Officer & communicate name to Supreme: _____
- ☐ Schedule institution date: _____
- ☐ Purchase MOCA By-Laws
- ☐ Purchase MOCA Program Book

Phase 6 – Institution & Auxiliary Activation

- ☐ Institute the Auxiliary, and celebrate your accomplishment!
- ☐ Hold first official meeting immediately following the institution.
- ☐ Elect officers & Appoint appropriate Chairmen
- ☐ Submit Installation Report to Supreme
- ☐ Submit membership applications, transmittal (per capita \$7 per member) to Supreme Treasurer.
- ☐ Obtain EIN (IRS Form SS-4)
- ☐ Open bank account
- ☐ Complete Bond Questionnaire and submit for bonding of the President and Treasurer

Your Mentor will continue working with your Auxiliary throughout its first year and will attend a minimum of four (4) additional Auxiliary meetings.

Mentor Visit #1: _____ **Mentor Visit #2:** _____

Mentor Visit #3: _____ **Mentor Visit #4:** _____

Your First Year

Your first year is about building a strong foundation for your new Auxiliary. Take time to learn together, ask questions, and become familiar with the MOCA By-Laws, MOCA Program Book, reporting requirements, and officer responsibilities. Establish regular Hospital Program visits and activities early so your members stay connected to the reason we exist; to serve our hospitalized Veterans. You should begin thinking about participation in our Supreme Convention, Tomb Trek, and Cootie Christmas, as well as your Auxiliary's long-term goals.

Most importantly, don't feel like you have to know everything on day one. Build your Auxiliary together, involve your members, have some fun, and keep your focus on our mission. A successful Auxiliary isn't built overnight, it grows when members work together, stay engaged, and **Keep 'Em Smilin' in Beds of White.**

Your Mentor, Supreme Officers, and Chairmen are here to assist you and help your new Auxiliary grow into a successful and thriving Auxiliary!