



2024- 2025
DEPARTMENT OF NEW MEXICO
VFW AUXILIARY CIRCLE OF EXCELLENCE



Every Auxiliary has the opportunity to join the Department of New Mexico’s Circle of Excellence. The criteria are listed below. Consider this a checklist for the year to meet important deadlines that must be met. Your Auxiliary must achieve 250 points or above to enter the Department of New Mexico’s Circle of Excellence.

Criteria for entering the Circle of Excellence:

1. Growth in Membership: Membership Standings by April 30, 2024, based on the June 30, 2025, final membership statistics.

Possible Points	Actual Points	Criteria
110		100% +3 new or rejoined members (current %)
105		100% +3 new or rejoined members (paid %)
100		100% +1 new or rejoined member (current %)
95		100% +1 new or rejoined member (paid %)
90		100% in Membership (current %)
85		100% in Membership (paid %)
80		97% - 99% in Membership (current %)
75		97% - 99% in Membership (paid %)

2. Comply with Bylaws/Administrative Follow-Through:

a) Auxiliary Installation Report must be completed and received by Department.

Possible Points	Actual Points	Criteria
20		Installation Report submitted by June 30, 2024
15		Installation Report submitted by July 10, 2024

b) Auxiliary President and Treasurer must be bonded.

Possible Points	Actual Points	Criteria
20		President and Treasurer bonded by July 15, 2024
15		President and Treasurer bonded by July 31, 2024
10		President and Treasurer bonded by August 15, 2024

c) Auxiliary Officers dues must be paid before December 31, 2024. This includes the offices of President, Secretary, and Treasurer.

Possible Points	Actual Points	Criteria
20		Officers' annual dues paid by July 31, 2024
15		Officers' annual dues paid by September 30, 2024
10		Officers' annual dues paid by November 30, 2024

d) Auxiliaries must submit all audits to the Department Treasurer by the due dates listed. No partial points will be given.

Possible Points	Actual Points	Criteria										
10		<table border="1"> <thead> <tr> <th><u>AUDIT DATES:</u></th> <th><u>DUE DATES:</u></th> </tr> </thead> <tbody> <tr> <td>April – June</td> <td>August 31th</td> </tr> <tr> <td>July – September</td> <td>November 30th</td> </tr> <tr> <td>October – December</td> <td>February 28th</td> </tr> <tr> <td>January - March</td> <td>May 31th</td> </tr> </tbody> </table>	<u>AUDIT DATES:</u>	<u>DUE DATES:</u>	April – June	August 31 th	July – September	November 30 th	October – December	February 28 th	January - March	May 31 th
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April – June	August 31 th											
July – September	November 30 th											
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January - March	May 31 th											

e) Auxiliaries must submit at least 8 approved monthly minutes to the Department Secretary with a copy to the Department President. No partial points will be given.

Possible Points	Actual Points	Criteria																				
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3. Training:

a) Attend a Department Training Program

Possible Points	Actual Points	Criteria
10		At least one of the TOP five Officers must attend a training program hosted by Department by April 15, 2025. Department Secretary minutes will reflect attendance.

b) Attend a District School of Instruction

Possible Points	Actual Points	Criteria
10		At least one of the TOP five Officers must attend a District School of Instruction by April 15, 2025. District Secretary minutes will reflect attendance and need be submitted to the Department Secretary by April 30, 2023 to obtain points.

4. Programs Participation and Working Together on a Common Goal: Auxiliary MUST complete projects, activities and donations that benefit Veterans by December 31, 2024

Possible Points	Actual Points	Criteria
10		Donations to all Hospitals by December 31, 2024
10		Donation to the Department President’s Special Project “Combat Impact Outdoors” by December 31, 2024
5		Donation to the National President’s Special Project “Operation Bottom Cover” by December 31, 2024
5		Donation to “Across the Boards” by December 31, 2024

5. Working Together: Fundraiser

Possible Points	Actual Points	Criteria
15		The Auxiliary and VFW must hold a fundraiser that benefits the Department’s joint fundraiser. The proceeds sent to the Department Treasurer earmarked “Joint Fundraiser” and a report with details of the fundraiser sent to the Department Secretary. Deadline: April 15, 2025

10		The Auxiliary must participate in a District Joint Fundraiser or make a donation to the Department Joint Fundraiser with the check sent to the Department Treasurer earmarked “Joint Fundraiser” and a report with the details of the fundraiser send to the Department Secretary. <u>Deadline: April 15, 2025</u>
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Note: An Auxiliary can receive both points for hosting a joint fundraiser with its Post AND can receive points for participating in a District Joint Fundraiser.

6. Programs: Auxiliaries reporting monthly and at Year End

Possible Points	Actual Points	Criteria
20		Submit monthly reports to vfwauxnm.org under login – report entry at least 4 times by March 31, 2025 in at least 8 of the following National Programs: Veterans & Family Support, Americanism, Auxiliary Outreach, Buddy Poppy / VFW National Home for Children, Hospital, Extension & Revitalization, Legislative, Historian/ Media Relations, Membership, Scholarships, Youth Activities
20		Submit a Auxiliary Award Entry form available in MALTA Member Resources. VFW Auxiliaries must send the required entry form to their Department Chairman by March 31, 2025 for judging. In at least 8 of the following National Programs: Veterans & Family Support, Americanism, Auxiliary Outreach, Buddy Poppy / VFW National Home for Children, Hospital, Legislative, Historian/ Media Relations, Membership, Scholarships, Youth Activities

7. Communication: Auxiliaries must communicate with membership at least quarterly in one of the following ways: newsletter, email and or mail.

Possible Points	Actual Points	Criteria
20		Communicate with membership through the year informing of events, meetings, Department and National news.

Circle of Excellence Awards:

Each Auxiliary entering the Department of New Mexico's Circle of Excellence will receive an award that will be presented at the Department Convention 2025.