

## **Checklist for Completeness of Incorporation Document**

- 1. A copy of the checklist completed by the VFW Auxiliary before forwarding Incorporation papers to the Department President for approval.**
  
- 2. A copy of the checklist completed by the Department President and included with her letter of approval of the VFW Auxiliary Incorporation papers being forwarded to National Headquarters for review and approval.**

1. Y N Does the name of the VFW Auxiliary on the Incorporation papers match our records? (Is it the same as it reads on their Charter?)
2. Y N Are all pages filled out appropriately and signed?
3. Y N Does a dated letter from the VFW Auxiliary stating that they have made and passed a motion to incorporate accompany the Incorporation papers?
4. Y N Does a letter from the VFW Post Commander stating that the Post has approved the VFW Auxiliary to incorporate accompany the Incorporation papers?
5. Y N Does the VFW Auxiliary letter have the seal affixed?
6. Y N Do the Incorporation papers have the seal affixed?
7. Y N Does the letter from the Department President stating that she has reviewed the papers and has approved the VFW Auxiliary to incorporate accompany the Incorporation papers?