



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

March 23, 2020

Sr. Vice President of Indiana
Anna Mauk

Anna,

Incoming National President Sandi Onstwedder has finalized her tentative schedule of official visits to the Departments for 2020-2021.

She has put much time and energy into making her decisions and has tried to accommodate as many requests as possible. She promises to make her visit to your Department as memorable an occasion for you and your members as it will be for her.

Sandi's visit to your Department is scheduled for:

| | Date | Airport City |
|-----------|----------------|------------------------|
| Arrival | Sept. 19, 2020 | Exchange with Kentucky |
| Departure | Sept. 21, 2020 | Louisville, KY |

Please notify us via email at once if the above arrival and departure dates and/or the airport city will absolutely not work for your Department. **We must have your request for a change no later than April 10, 2020**. There is no guarantee that we can make the change you request.

Approximately 8-10 weeks prior to Sandi's visit, you will receive information on her flight schedule along with a "Visit Form" to be completed and returned to National Headquarters by the indicated deadline.

A sample visit form is attached so that you can see the kind of information that you are expected to provide to National Headquarters about the visit to your Department. A revised copy of the "Visit Hints" that you received at the Sr. Vice Presidents' Conference is also included.

Kindly respond to jcriswell@vfwauxiliary.org that you have received this notification.

Loyally,

Ann Panteleakos
National Secretary-Treasurer

By:

Janice Criswell

Janice Criswell
Director of Administrative Services

AP: jc

cc: 2020-2021 Department Secretary-Kassandra Osborn

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