



AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

Application for Permission to Form an Auxiliary

(Retain one copy and send two copies to the Auxiliary Dept. Secretary who will forward one copy to the Auxiliary Natl. Secretary. If forming an Auxiliary-at-Large, send directly to the Auxiliary Natl. Secretary.)

We the Brothers of Camp _____ Camp No. _____

Department of: _____, having appointed a committee to organize an Auxiliary to our Camp we present the following information:

Application is hereby made to organize an Auxiliary to Sons of Unions Veterans of the Civil War in the City or Town of _____ in the State of _____

Requested Auxiliary Name: _____ Requested Auxiliary No. _____

Auxiliary Organizer: _____
Name

_____ *Address* *City* *State* *ZIP Code*

_____ *Phone Number* *Email*

Authorization of Auxiliary Department

_____ *Department Secretary* _____ *Date*

_____ *Department President* _____ *Date*

Returned to Camp/Auxiliary Organizer for further work: Yes ___ No ___ _____ *Date*

Reason: _____

National Charter Fee (\$30.00) + Department Charter Fee (\$10.00) = \$40.00 Total

Check or Money Order No. _____

Received by National Organization

_____ *National Secretary* _____ *Date*

National Charter Fee = \$30.00

Check or Money Order No. _____

APPLICATION FOR PERMISSION TO FORM AN AUXILIARY (FORM N13)

INSTRUCTIONS

PURPOSE OF THIS FORM:

Authorizes the start of the process of forming a new Auxiliary, including the recruitment of new members, assistance with transfer of existing members into the proposed Auxiliary, and organizational meetings for the purpose of electing temporary Auxiliary officers.

DIRECTIONS FOR COMPLETING THIS FORM:

An Auxiliary is often formed through the sponsorship of a Camp of the Sons of Union Veterans of the Civil War. If this is the case, please complete the first two (2) lines of the form. Otherwise leave these lines blank. An Auxiliary may be formed within a Department, by the authority of the Department President, with the approval of the National President. If the proposed Auxiliary will be located outside the geographic boundaries of an existing Department, approval for formation will come directly from the National President. No two Auxiliaries within the same Department may have the same name or number.

1. Two (2) properly completed copies of this form, along with a check or money order for the Charter fees, should be forwarded to the Department Secretary of the Department in which the proposed Auxiliary will be located. If the Auxiliary will be located outside the geographic boundaries of an existing Department, the same should be forwarded directly to the National Secretary. The Auxiliary Organizer should retain a copy for their records.
2. The Department Secretary (or National Secretary) will acknowledge receipt of the properly completed Form N13 and Charter fees, and will then forward the same to the Department President (or National President) for her approval or disapproval.
 - a. If approved, the Department President (or National President) will sign and date both copies of the Form N13 and return them to the Department Secretary (or National Secretary). The Department Secretary will retain one copy of the Form N13 for Department records and shall forward one copy to the National Secretary, with a check or money order in the proper amount for the required National Charter fee, made payable to “National Organization, ASUVCW”.
 - b. If disapproved, the Department President (or National President) will check the appropriate box and indicate the reason for disapproval and potential ways that approval may be obtained, if applicable. She will then send both copies back to the Department Secretary (or National Secretary) who will contact the Auxiliary Organizer to resolve the issues.
3. The National Secretary will acknowledge receipt of the approved Form N13 and proper Charter fee and will forward the payment to the National Treasurer. Once this step has been completed the Auxiliary Organizer is authorized to complete the Form N14 (Application for Auxiliary Charter), thus continuing with the Auxiliary formation process.