MN VFW Auxiliary Member Survey Helpful Hints

*Who should have the option to complete:* All members.

*Timeframe to distribute:* May be used any time of the year.

*Timeframe to complete:* Auxiliary to decide.

* Complete during meeting.
* Take home and return at next meeting.
* Return by mail within one month of receipt of form.

*Type of form:*  Paper copy.

 Fillable form.

*How to distribute:* Present at a meeting.

 Insert in published communication.

* Newsletter
* Dues reminder

 Email to members not in attendance.

* Remember to provide instruction how to complete, deadline and who to return to.

*Whom should form be returned to:* Auxiliary to determine.

* Suggestion: President, Secretary, Extension or Mentoring Chairman.

*Identify how survey results will be dispersed:* Auxiliary to determine.

* Distribute paper copy of results at meeting.
* Read at meeting.
* Results distributed to all members through published communication.

***Okay…so the surveys have been returned now what?***

*Create a tracking sheet or use one provided:* Breakdown each question, by value and accumulated totals.

*Distribute results through means determined*  Provide overview of process and results.

*by members:* - Identify which question(s)

produced the most **positive** results.

* Identify which question(s) held the lowest **disappointing** rating.

***So you know the results, now what?***

*DON’T disregard results!* The members took time to complete survey so now it’s time to address the concerns.

* Depending upon the results, select one or two items to discuss at future meetings.
* Inquire different individuals to focus on a topic with suggested remedies at a specific meeting.
* Don’t be overwhelmed feeling if you have items that need a little more attention that all need immediate remedies. Take your time!

*Celebrate the positives!*Don’t let the positive results go un-noticed!

* Celebrate the success, great work, and positive communication that have taken place.

*How do you measure the results?* Only the Auxiliary members can determine the fate of success. It all depends upon how the information is used, valued, and addressed.

With more awareness, there will be more participation, more interest in volunteering, and a more cohesive group.

**\*** Take the survey next year and see if any disappointing results have changed to positive. That will be a true measure if this exercise was taken seriously.

***YOU CAN MAKE A DIFFERENCE!***

***YOUR PRESENCE, VOICE AND PARTICIPATION ARE NECESSARY TO SUCCEED.***