

## **PROGRAM ENGAGEMENT PLAN**

### **AUXILIARY EMERGENCY FUND**

**Kathy Helmly**

**2024-2025 CHAIRMEN**

The Auxiliary Emergency fund, established in 1969, from the estate of Auxiliary member Helen Colby Sall of Burlington, Wisconsin, more than 5 decades later the Auxiliary Emergency Fund has a strong foundation. We will continue to build upon that foundation.

#### **Who is eligible?**

American Legion Auxiliary members who have maintained membership for three consecutive years (current year and immediate past two years). Applications for disaster assistance must be received within six months of a disaster event. One grant (disaster or hardship) per grantee will be awarded within a 12-month period.

#### **National Guidelines:**

Examples of what **DOES** Qualifies for Auxiliary Emergency Funding (A.E.F.)

- AEF disaster assistance funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or other severe weather.
- Funds may be awarded for interior/exterior structure damage to the vital livable portions of the primary structure, personal items, household contents, major appliances, furniture, and HVAC units with photos provided as documentation.
- Reimbursable expenses with itemized receipts as documentation related to essential emergency expenses for temporary shelter, temporary structure repairs, purchase of alternative power sources and/or purchase/replacement of groceries incurred due to or being displaced after the disaster will be accepted.
- Only applicable receipts dated the day of the disaster and after the disaster up to a three-week time limit may be considered for funding.
- Assistance will not be granted for damages to a secondary or seasonal residence.

Examples of what does **NOT** qualify for Auxiliary Emergency Funding (A.E.F.)

- AEF disaster assistance funds will not be administered for damage to landscaping, fencing, accessory structures (pools, pool cages, patios, sunrooms, screened enclosures, lanais, decks, ramps, docks, boat garage, sheds, detached garages, and similar nonvital portions of the primary structure),
- Individual personal electronics.

- Any expense that occurred before the disaster event or any expenses incurred that exceeds the three-week time limit will not be accepted.

### **Grant Amounts**

- National grant may be awarded up to \$3,000
- National disaster grant may be awarded up to \$3,000
- Florida disaster grant may be awarded up to \$1,200
- Florida A.E.F. grant may be awarded up to \$1,200

### **Application**

- Review and ensure you qualify for a Grant
- Carefully review the AEF frequently asked questions before starting the application process.
- Applications must be submitted within 6-months of the disaster.
- All applications can be found on the Department website. [www.ALAFL.ORG](http://www.ALAFL.ORG)
- Complete all sections of the applications
- It is recommended that you print a copy of the applications and put it with your important information as you may lose the ability to generate it at a time of disaster.
- Provide photos of damage, full copies of receipts for itemized emergency expenses/repairs and applicable documentation and driver's license, unless otherwise unavailable due to disaster.

### **Sending Grants**

Upon completion of a **NATIONAL GRANT REQUEST AND EXPEDIATED DISASTER AEF GRANT**, YOU HAVE 3 WAY TO SEND TO NATIONAL.

National grant request with proper documentation

- E-mail to: [www.AEF@ALAforVeterans.org](mailto:www.AEF@ALAforVeterans.org)
- Fax to ALA National Headquarters at: (317) 569-4502
- Mail to ALA National Headquarters, Attn: F, 3450 Founders Rd., Indianapolis, IN 46268

Upon completion of a **DEPARTMENT A.E.F.** Grant with proper information. There are two ways to send it to the Department.

- Email to: [www.Finance@alaf.org](mailto:www.Finance@alaf.org)
- Mail to: American Legion Auxiliary Department of Florida 1912 A Lee Rd. Orlando, FL 32810

**ALL GRANT REQUEST FORMS** (National Expediated Disaster and Department A.E.F.) are found on the Department web site [www.alaf.org](http://www.alaf.org)

### **Other Important Information**

All applicant information provided remains confidential among only ALA National Headquarter staff required to process your application and the AEF Review Committee

### **AEF Committee**

- How often does the committee review AEF applications for funding consideration? Weekly

- What if my application is incomplete? It will be returned to you
- Will I receive updates. Yes, via email, so please make sure you have the emails marked as safe, however always check your spam folder
- Funding decisions, final decisions are either approved, differed or denied.
- If approved how is my payment processed and when will I receive it? Electric Fund Transfer.
- What if my application is declined? You will be notified via email.

**Raise funds; look for new and exciting ways to engage your Unit such as:**

- Cans and boxes in the Canteen, with clever sayings
- Collections at monthly meetings celebrate when milestones are reached.
- Garage sales.
- Movie Night
- 50/50
- Drink Chip drawing for members who donated in meetings.
- Car wash
- Put on an event.
- Our House Bank
- ASK
- Whatever it takes, make it fun.... So I'm throwing out a challenge, I want every Unit, to make a house to be used as a bank. House size can be no larger than 12x12x17. Construction materials are your choice! The more fun your house is the more it will be used. Take your bank with you and collect those funds and fill your bank! Once your bank is made, post it on the AEF Facebook page....I want it to see the page filled up with your amazing banks....let's keep it fun!!

**AWARDS**

**National Awards:**

- 2024-2025 National AEF Program Awards Deadlines. All AEF awards are determined by reports generated by the National Headquarters on donations received from departments and units from June 1 – May 31.

**Unit Award:**

- Citations - Units Contributing the Largest Donation Amount by grouping and reported on the Unit year-end report to the Department Chairman by April 15, 2025.
- Chairman Award: Unit with the most creative way of training and collecting A.E.F. funds.

While building our house on a strong foundation we must always look out for our fellow members. Our Foundation must be secure for our members in case of an emergency. Remember together we BUILD.