

PROGRAM ENGAGEMENT PLAN AUXILIARY EMERGENCY FUND (AEF)

**Aurora Sanks
2025-2026 CHAIRPERSON**

PROGRAM OVERVIEW

The Auxiliary Emergency Fund, established in 1969 from the estate of Auxiliary member Helen Colby Sall of Burlington, Wisconsin, has maintained a strong foundation for more than 5 decades. The Mission is to continue to build upon that foundation to support our fellow Auxiliary members in times of crisis or hardship.

ELIGIBILITY REQUIREMENTS

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

QUALIFYING EXPENSES

What DOES Qualify for AEF Funding:

- Primary Residence Damage:** Emergency assistance for primary residences devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or other severe weather
- Structural Repairs:** Interior/exterior structure damage to vital livable portions of the primary structure (with photos as documentation)
- Personal Property:** Personal items, household contents, major appliances, furniture, and HVAC units
- Emergency Expenses:** Temporary shelter, temporary structure repairs, alternative power sources, and grocery replacement
- Reimbursable Receipts:** Itemized receipts for essential emergency expenses (must be dated from the day of disaster up to three weeks after)

What does NOT Qualify for AEF Funding:

- Secondary or seasonal residences
- Landscaping, fencing, accessory structures (pools, pool cages, patios, sunrooms, screened enclosures, lanais, decks, ramps, docks, boat garages, sheds, detached garages)
- Individual personal electronics
- Any expenses incurred before the disaster event
- Expenses exceeding the three-week time limit

GRANT AMOUNTS

- National Grant:** Up to \$3,000
- National Disaster Grant:** Up to \$3,000
- Florida Disaster Grant:** Up to \$1,200
- Florida AEF Grant:** Up to \$1,200

APPLICATION PROCESS

Before Applying:

1. Review and ensure you qualify for a grant
2. Carefully review the AEF frequently asked questions
3. Remember: Applications must be submitted within 6 months of the disaster

Application Steps:

1. Find applications on the Department website: **www.ALAFL.ORG**
2. Complete all sections of the applications
3. **Recommendation:** Print a copy and store with important documents for disaster preparedness
4. Provide required documentation:
 - Photos of damage
 - Full copies of receipts for itemized emergency expenses/repairs
 - Driver's license (unless unavailable due to disaster)
 - Other applicable documentation

SUBMITTING APPLICATIONS

National Grant Requests (National Grant & Expedited Disaster AEF Grant):

- Email:** AEF@ALAforVeterans.org
- Fax:** (317) 569-4502
- Mail:** ALA National Headquarters, Attn: F, 3450 Founders Rd., Indianapolis, IN 46268

Department AEF Grants:

- Email:** Finance@alafl.org
- Mail:** American Legion Auxiliary Department of Florida, 1912 A Lee Rd., Orlando, FL 32810

All grant request forms are available at: www.alafl.org

AEF COMMITTEE INFORMATION

- Application Review:** Weekly
- Incomplete Applications:** Will be returned to applicant
- Updates:** Provided via email (check spam folder)
- Funding Decisions:** Approved, deferred, or denied
- Payment Method:** Electronic Fund Transfer
- Confidentiality:** All applicant information remains confidential among required ALA National Headquarters staff and AEF Review Committee

STORM PREPAREDNESS GUIDE

Key Philosophy: Preparedness is the KEY!

The more insurance companies pay out, the more expensive our insurance becomes. It is our duty to protect ourselves and keep out-of-pocket cleanup costs as low as possible.

Year-Round Preparation

Reduce Your Belongings:

- Purge belongings throughout the year
- Donate gently used items to Amvets, Salvation Army
- Give items to family members in non-storm-prone areas
- Donate books to local libraries
- Donate historic items to schools, churches, ALA Units
- Check eBay prices for collectibles - sell valuable items
- Donate excess canned goods to food banks
- Donate extra towels to homeless shelters or animal rescues

Home Security Measures

General Preparation:

- Keep collapsed boxes on hand for evacuation
- Purchase stackable plastic bins for storage
- Consider purchasing storm shutters
- Keep handyman contact information readily available
- Schedule roof inspections before storm season
- Purchase crank-operated weather radio
- Store garbage cans in garage

Room-by-Room Preparation

Kitchen:

- Store salvageable items in lower cabinets
- Place perishable items in top cabinets
- Do not replenish refrigerator/pantry before storms

Bedrooms and Living Spaces:

- Pack lower cabinet items into plastic bins, place on countertops
- Store important papers in waterproof bins or safe-deposit boxes
- Place valuable clothing in plastic bins on top shelves
- Unplug electronics, place on upper shelves, secure with plastic bags
- If not flood-prone, place electronics in bathtub
- Use washer, dryer, stove, microwave for small item storage
- Store bedspreads in plastic bags on high shelves
- Cover beds, sofas, chairs with blue tarps

Evacuation Procedures

If Leaving:

- Turn off power
- Post evacuation notice on door for power company and sheriff
- Include contact information on notice
- Keep important telephone numbers and address book with you
- Fill vehicle with gas
- Notify friends/family of your location
- Fill bathtub with water for toilet flushing (if sewage system fails)

Insurance Considerations

- Review Coverage:** Check your current insurance policy
- Purchase Flood Insurance:** Most storm damage is from rising water, which homeowner's insurance doesn't cover
- Note:** Flood insurance can be purchased even if you're not in a flood zone

FUNDRAISING INITIATIVES

Creative Fundraising Ideas:

- Collection cans and boxes in canteens with clever sayings
- Monthly meeting collections with milestone celebrations
- Garage sales and movie nights
- 50/50 raffles
- Drink chip drawings for donors
- Special events

Fundraising Philosophy:

"Giving to those in need will bring more joy than money could ever buy."

AWARDS PROGRAM

National Awards:

- Based on donations received from June 1 - May 31
- Determined by reports generated by National Headquarters

Unit Awards:

- Citations:** Units contributing largest donation amounts by grouping
- Chairman Award:** Most creative training and collection methods
- Reporting Deadline:** April 15, 2026 to Department Chairman