



AMERICAN LEGION AUXILIARY 2019-2020

SUPPLEMENT TO THE PROGRAMS ACTION PLAN

Linda Knoblach-Harkness, Chairman  
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### **What is this Program?**

The Auxiliary Emergency Fund

### **Why do we have it?**

The AUXILIARY EMERGENCY FUND provides temporary financial assistance to eligible members during times of financial crises or weather-related emergencies and natural disasters. The intent is to help members who have suffered a financial setback and to be a “helping hand” until financial stability is re-established.

### **Types of assistance available:**

Temporary assistance during a time of financial crisis, when no other source of aid is readily available to pay for shelter, food, and utilities.

Temporary assistance for food and shelter due to weather-related emergencies and natural disasters.

Temporary assistance for educational training for those who lack skills necessary for employment or to upgrade competitive workforce skills.

### **Assistance will not be granted to pay for accumulated debts or medical expenses.**

#### **Eligibility:**

Department – Members in good standing with a minimum of (3) consecutive years dues and must be current at the time of the emergency.

National - Member whose dues have been paid for (2) two consecutive years as well as the current year = three years total, may apply.

#### **Assistance provided:**

The Department of Florida AUXILIARY EMERGENCY FUND maximum grant amount is \$1,200.00

The ALA National maximum grant amount is \$2,400.00

#### **ALA Department of FL AUXILIARY EMERGENCY FUND application:**

<https://alaf1.org/programs/emergency-fund>

Member completes pages applicable for individual grant needed:

- Financial
- Disaster relief for food and shelter



- Educational training

Unit Investigator, appointed by Unit President completes page 6 with a narrative report. Signatures from the Unit President, Unit Secretary and Unit Investigator are necessary for submission.

**ALA National AUXILIARY EMERGENCY FUND Applications:**

[www.ALAforVeterans.org](http://www.ALAforVeterans.org)

Same as Unit – Unit submits to Department Secretary.

**Disaster application only:**

Expedited Application for Members Affected by **Disaster** - apply on-line:

<https://www.alaforveterans.org/Expedited-Application-for-Members-Affected-by-Disaster/>

**Application must be received at National Headquarters within 3 months from disaster date**

**Eligibility:** Persons who have been members of the American Legion Auxiliary for at least the immediate past two consecutive years, AND whose current membership dues are paid at the time the emergency occurs (three consecutive years' dues) may apply for assistance

You may submit the application in one of four ways:

1. Download paper copy of application and fax completed application to National Headquarters at 317-569-4502,
2. Mail to American Legion Auxiliary National Headquarters, Attn: AUXILIARY EMERGENCY FUND, 3450 Founders Road Indianapolis, IN 46268 3450 Founders Road Indianapolis, IN 46268
3. Submit via the national website (click on the submit button after completing form)
4. E-mail directly to [AUXILIARY EMERGENCY FUND@ALAforVeterans.org](mailto:AUXILIARY EMERGENCY FUND@ALAforVeterans.org). Questions may be directed to AUXILIARY EMERGENCY FUND Grant Coordinator.

Note: Applications lacking required information will be returned

**Fundraising** is limited to your imagination

- Purchase Auxiliary Emergency Fund Pins and sell them to your members. They can be purchased at [alafl.org](http://alafl.org) in the store or at workshop, conference and convention
- Eat for a cause. Go to local restaurants and ask if one night's proceeds can be given to the Auxiliary Emergency Fund if the patrons say a key phrase such as AEF
- Wrap a 20oz. water bottle with "Lend a Hand" logo. When full of dimes = \$100.00
- Raffle off a gambling cruise
- At Christmas, offer to a gift-wrapping service
- A family movie night can allow families to get away and enjoy a movie without paying the high price at the movie theater. Set up a "concession stand" with popcorn, soda, and candy



- With the busyness of family life, why not cook family size meals so a mom or dad can swing by the post and take home a home-cooked meal prepared by patriotic women. What could be better?
- Don't forget those bake sales! Especially during the Holidays. Homemade Christmas Cookies, Pies, Cakes and candies. YUM!!!
- How about a Silent Auction? Make good use of those free sample sites on the internet. You can also sign your unit up to and request product donations for your Auctions and raffles. One site is [www.otterbox.com/product-donations](http://www.otterbox.com/product-donations)
- Recycle those 20oz water bottles. You can find bottle wraps at [www.alaforveterans.org](http://www.alaforveterans.org)
- Pinterest is full of fundraising ideas that you can modify for your event.
- Of course, without advertising and getting the word out, you can't have a successful fund raiser. SPREAD THE WORD

### **Auxiliary Emergency Fund Reporting:**

#### **Mid-Year Reports**

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each **Unit** AUXILIARY EMERGENCY FUND chairman is required to submit a report to the District Chairman **by December 1, 2019**. District Chairmen must submit a report to the Department Chairman **NO LATER** than **December 15, 2019**. They can be emailed to: [emergencyfund@al afl.org](mailto:emergencyfund@al afl.org) or mailed to Linda Knoblach-Harkness 5916 Starlite Lane, Milton, FL. 32570

#### **Year-End Reports**

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each **Unit** AUXILIARY EMERGENCY FUND chairman is required to submit a report to the District Chairman **by April 1, 2019**. District Chairmen must submit a report to the Department Chairman **NO LATER** than **April 15, 2019**. They can be emailed to: [emergencyfund@al afl.org](mailto:emergencyfund@al afl.org) or mailed to Linda Knoblach-Harkness 5916 Starlite Lane, Milton, FL. 32570

### **Awards:**

#### **Department Chairman:**

Each unit collects \$1 from each of their members. What could be easier!? Awards will be given to Units with the largest percentage of donations, by grouping, to the Auxiliary Emergency Fund 2200. Please use the Department Donation Remittance Form. NOTICE: there are two (2) options for Auxiliary Emergency Fund, ONLY the funds donated to DISASTER RELIEF (2200) will count for this award. Please have your donations in by April 30<sup>th</sup>, 2020 to be considered for the award. You can keep donating after April 30<sup>th</sup> but those funds will not count towards the award.



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**National:**

Department award for the largest contribution to Auxiliary Emergency Fund

Unit award for the largest amount contributed (per capita) to Auxiliary Emergency Fund

Department award for the largest contribution (per capita) to Auxiliary Emergency Fund.

\$50.00 donation you will receive a women helping women pin.



### Auxiliary Emergency Fund Unit Mid-Year Report

Due to District Chairman by December 1, 2019



**Unit Information**

<b>Unit Chairman</b>		<b>Unit Number</b>	
<b>Department</b>	Florida	<b>District Number</b>	

**Questions**

Does your Unit have an Auxiliary Emergency Fund?

If so, how many women requested helped?

How many women were helped?

How much unit money was used?

Did any of members apply to the Department of Florida for assistance?

If so, how many?

Did any of members apply to National for assistance?

If so, how many?

Comments:  
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\_\_\_\_\_  
\_\_\_\_\_



**Donations**

Did any members donate to the National Auxiliary emergency Fund?

If so, how many?

Did any of members donate to the Department of Florida's Auxiliary emergency Fund?

If so, how many?

What fund raising did your unit do for the Auxiliary Emergency Fund?

How much did the unit raise?

Comments:

**Narrative**



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## Auxiliary Emergency Fund District Mid-Year Report

Due to Department Chairman by December 15, 2019



### District Information

District Chairman

District Number

Department

Florida

### Questions

Do any Units have an Auxiliary Emergency Fund?

If so, how many women from requested helped?

How many women were the units able to help?

How much unit money was used?

Did any of members apply to the Department of Florida for assistance?

If so, how many?

Did any of members apply to National for assistance?

If so, how many?

Comments:



**Donations**

Did any units/members donate to the National Auxiliary emergency Fund?

If so, how many?

Did any of unit/members donate to the Department of Florida's Auxiliary emergency Fund?

If so, how many?

What fund raising did the units do?

How much did the unit raise?

Comments:

**Narrative**





### Auxiliary Emergency Fund Unit Year-End Report

Due to District Chairman by April 1, 2020



**Unit Information**

<b>Unit Chairman</b>		<b>Unit Number</b>	
<b>Department</b>	Florida	<b>District Number</b>	

**Questions**

Does your Unit have an Auxiliary Emergency Fund?

If so, how many women requested helped?

How many women were helped?

How much unit money was used?

Did any of members apply to the Department of Florida for assistance?

If so, how many?

Did any of members apply to National for assistance?

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Comments:  
\_\_\_\_\_  
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How much did the unit raise?

Comments:

**Narrative**



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How much did the unit raise?

Comments:

**Narrative**



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