

1. The allowance for the Department Chairman shall be adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. (1998)
2. The Department Chairman shall urge donations to the Auxiliary Emergency Fund to support this program which is administered by the National Organization, and they shall be prepared to transmit information pertaining to the program to the Units. (2007)
3. All donations shall be made payable to the National American Legion Auxiliary with a copy to the Department Chairman for tracking and reporting purposes. (2018)
4. **The purpose of the AEF fund is to provide assistance to eligible Auxiliary members who have suffered a financial setback, other personal crisis or because of a natural disaster. AEF hardship assistance will consider funding only for past/overdue expenses related to retaining primary shelter (rent/mortgage), essential household utility expenses (electric, gas and/or water), and/or loss of income due to medical and/or employment reasons that includes proper documentation such as landlord letter, mortgage statement, full utility statements, and/or employer/medical professional documentation for loss of income. AEF disaster assistance funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disasters, such as flooding, hurricane, tornado, earthquake, fire, or other damaging 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, HVAC units and/or for eligible emergency expenses that includes proper documentation such as photos, supportive documentation and full receipts. (2024)**
5. **An applicant must be an American Legion Auxiliary member who has maintained annual ALA membership for three consecutive years (the current year applied 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. (2024)**
6. **An eligible member** can obtain a copy of the application for an eligible member on the Department or National Website(s). A copy can also be obtained from the Department Chairman. (2024)
7. **Eligible members** shall be reminded to follow instructions carefully and completely. Only applications that are filled out correctly shall receive consideration for assistance. **All completed AEF assistance applications and provided supportive documentation are to be directly submitted to the ALA National Headquarters by email. Fax, or mail. (2024)**

8. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
9. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairman reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)