



Department of Ohio Plan of Action



AUXILIARY EMERGENCY FUND

CHAIRMAN

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REPORT DUE :

April 15, 2016

SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION

Department of Ohio Plan of Action

2015 – 2016 Department Report Form

This form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual report.

Please complete the following. Be sure to give the complete name of your Unit.

District # _____ Unit # _____ Membership Goal _____

Full Official Name _____

Unit President/Chairman (circle one) Name: _____

Phone Number: (____) _____ Email: _____ Member ID # _____

Specific Award Name (if applicable) _____

PROGRAM:

AUXILIARY EMERGENCY FUND

Program Summation:

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent To Promote Program	Total Number of Veterans Served	Total \$\$ Given to Recipients
			\$		\$

If you would like to be considered for a Department or National Award attach your narrative to this report form. Follow all criteria when composing your Unit Program Narratives. Criteria for ALL narratives are as follows:

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)

Narrative may include photographs and news articles.

Optional-A copy of your Unit ALA Impact Form (Only necessary if it is required based the Plan of Action Directions)

Report Deadline: April 15, 2016

Narrative Deadline: April 15, 2016

MAIL TO DEPARTMENT AEF CHAIRMAN

**Cindy Masowick
9320 Root Drive
Streetsboro, Ohio 44241-5540**

Department of Ohio Plan of Action

The Auxiliary Emergency Fund provides temporary emergency financial assistance to members in need and promotes awareness and knowledge of the program.

AUXILIARY EMERGENCY FUND

What is this program, and why do we have it?

The Auxiliary Emergency Fund provides temporary financial assistance to eligible members during times of financial crisis or weather-related emergencies and natural disasters and promotes awareness and knowledge of the program.

What Can You Do?

- 1. Familiarize each unit and department with what AEF can and cannot do, where to locate the current application and how to apply.**

Ideas:

Member

- Distribute the “Before you Begin – Frequently Asked Questions” sheet and AEF brochure found at www.ALAforVeterans.org to eligible members. Promote as a benefit to new members.

Unit

- Have printed applications and AEF brochures available during unit meetings and at the local post. Be knowledgeable of the process in order to help members during their time of need. Include all AEF information in the “New Member” packets.

Department

- Educate each unit and department AEF chairman on Auxiliary Emergency Fund roles and responsibilities. Encourage AEF chairman to procure brochures for their eligible members. This can be at www.ALAforVeterans.org.

- 2. Help the National Auxiliary Emergency Fund exceed its total donations from the previous year by supporting department and unit fundraisers.**

Ideas:

Member

- Support fundraisers sponsored by your department and unit.
- Make a personal donation to the AEF. Donations of \$50 or more will receive a pin requested by your department from National Headquarters.

Unit

- Put an AEF donation can in your local post (visit www.ALAforVeterans.org for a free, downloadable can label). Solicit local businesses for monetary or in-kind donations to your unit for AEF.
- Schedule an annual “Members Helping Members” night at your local post. See “Diva Night” how-to page for ideas. Not only is this a great time for an AEF fundraiser, but it gives you the opportunity to share information about what makes a member eligible to receive help from the AEF. Have membership

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applications available, and sign up new members during an event. Legion members might sign up eligible relatives in order to provide this protection for them. Prior to the event, be sure all unit members have read and are familiar with the AEF frequently asked questions as well as the criteria for assistance.

Department

- Share fundraising ideas on all levels through newsletters, bulletins and stories, and circulate at every meeting. Along with the brochures, inform members that any donation of \$50 or more will receive a pin. AEF Donation Pin Order Forms are available at www.ALAforVeterans.org or by contacting National Headquarters at (317) 569-4500, or by emailing your request to aef@ALAforVeterans.org. Departments track and distribute pins to individual members.

Programs and Activities

1. The AEF brochure is available through departments and also online at www.ALAforVeterans.org
2. Please use the current form and follow directions to ensure that evaluation and processing are completed in a timely fashion. Incomplete applications can delay the application process. The current application and expedited application are available at www.ALAforVeterans.org.
3. Forms are available to order pins for individuals who donate \$50 or more. AEF Donation Pin Order Forms are available at www.ALAforVeterans.org, by contacting National Headquarters at (317) 569-4500, or by emailing your request to aef@ALAforVeterans.org. Departments track and distribute pins to individual members.
4. AEF frequently asked questions and additional AEF information are available on the AEF page at www.ALAforVeterans.org.
5. The following core rules apply to the Auxiliary Emergency Fund:
 - a. Temporary assistance to eligible members during:
 - A time of financial crisis when no other source of aid is readily available to pay for shelter, food and utilities.
 - Weather-related emergencies and natural disasters, for food and shelter.
 - Educational training for eligible members who lack the necessary skills for employment or to upgrade competitive workforce skills.
 - b. Assistance will not be granted to pay accumulated debts or medical expenses. The intent is to help members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is re-established. Incomplete applications and missing documentation will significantly slow processing the case file.
 - c. 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.
 - d. Assistance provided: The maximum grant amount is \$2,400, disbursed as the Auxiliary Emergency Fund Grant Committee determines.

Additional Resources You Can Use

1. www.ALAforVeterans.org (for additional resources and descriptions)
2. www.legion.org

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3. www.operationhomefront.net (general financial assistance for military families)
4. www.211.org (referral program for local help with food, housing and employment)
5. www.fema.gov (disaster assistance)
6. www.redcross.org (disaster assistance)
7. www.fns.usda.gov/snap/ (Supplemental Nutrition Assistance Program)
8. www.liheap.ncat.org (Low Income Home Energy Assistance Program)

NATIONAL AWARD INFORMATION & DEADLINES

National Citation Recognition – Given to one Unit and one Department contributing the largest donations to the Auxiliary Emergency Fund per capita.

Citation And Lapel Pin Recognition – Presented to any Unit or individual contributing \$50.00 or more to the Auxiliary Emergency Fund.

DEPARTMENT AWARD INFORMATION & DEADLINE

“Ardith Cooper” Plaque – This plaque will be awarded to the District President with the highest donations per capita - to be given at Department Convention.