

# Auxiliary Emergency Fund

2009-2010 Celebrating the 90th Anniversary of the Auxiliary  
National President's Theme: Reconnect and Energize!

Plan of Action: Auxiliary Emergency Fund Committee

Purpose: To assist members in need through promoting awareness and knowledge of the program, raising funds and disseminating information about its application process.

## Committee Contact Information

E-Mail: [aef@legion-aux.org](mailto:aef@legion-aux.org)



### **National Chairman**

Name: Kathy Dungan  
Department of Mississippi

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### **National Vice Chairman**

Name: Teri Miller  
Department of Illinois

### **Committee Member**

Name: Diane Harley  
Department of South Carolina

### **Central Division Chairman**

Name: Shirley Firkins  
Department of Indiana

### **Eastern Division Chairman**

Name: Caroline Koveleski  
Department of New Jersey

### **Northwestern Division Chairman**

Name: Beverly Wolff  
Department of North Dakota

### **Southern Division Chairman**

Name: Flora Dell Cook  
Department of Alabama

### **Western Division Chairman**

Name: Darlene McLaughlin  
Department of Oregon

### **National Headquarters Contact (Program Coordinator)**

Name: Jeri Mutchler  
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## National-level Objectives

1. **Objective:** Educate members on the benefits and services of the Auxiliary Emergency Fund.

### Action Steps

- a. Create a flyer for distribution to educate Post Service Officers about Auxiliary Emergency Fund and its availability.
- b. Share recipient stories and successful fundraising ideas at all levels through bulletins, newsletters, public service announcements, Web sites, and National publications.
- c. Utilize the Web site to encourage and solicit financial contributions from individuals, units, and departments to keep adequate funds available.
- d. Ensure units and departments are aware of awards and recognition available for Auxiliary Emergency Fund contributions.

2. **Objective:** Implement an AEF "Kick-off Campaign" on November 10, 2009 to increase the level of funding by 20% over the previous year during the AEF's 40th anniversary year.

### Action Steps

- a. Develop local fundraiser for national's goal to fulfill the Auxiliary's obligation to our members. We must have funds available for our members in time of need. For example, send in \$.40 per member in your unit in honor of AEF's 40th Anniversary
- b. "Members Helping Members" Coin fundraiser. Encourage members to save their loose change, bring it to each meeting and deposit them in a jar marked "AEF Fund."

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## To be filled out by Department Chairman:

Department Goals relating to above. Should have no more than three department-level goals supporting the National objectives outlined above. Department Chair - please share these with your Committee and forward a copy to your National Chairman. (This process does not need national approval.)

### 1. Objective:

#### Action Steps

a.

### 2. Objective:

#### Action Steps

a.

### 3. Objective:

#### Action Steps

a.

## Programs and Activities

1. The AEF brochure is available through departments and available online at [www.legion-aux.org](http://www.legion-aux.org).
2. One of the most common delays in processing the applications is forms that are not completed to the fullest extent possible. Please use the current form and follow directions to ensure evaluation and processing is completed in a timely fashion. Visit [www.legion-aux.org](http://www.legion-aux.org).
3. AEF Donation Pin Order Forms available on the Web site [www.legion-aux.org](http://www.legion-aux.org), by contacting National Headquarters at (317) 569-4500 or email your request to [aef@legion-aux.org](mailto:aef@legion-aux.org) or. Forms are to order pins for individuals who donate \$25.00 and departments & units who donate \$100.00 or more.
4. Tips for Successfully Promoting AEF and an AEF Fact Sheet are available by contacting National Headquarters at (317) 569-4500 or email your request to [aef@legion-aux.org](mailto:aef@legion-aux.org) or the National Chairman.
5. Memorize the following core rules that 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.
  - b. Temporary assistance for food and shelter to eligible members related to weather-related emergencies and natural disasters.
  - c. Temporary assistance for educational training for eligible members who lack the necessary skills for employment or to upgrade competitive workforce skills.

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- d. Assistance will not be granted to pay accumulated debts. 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 reestablished. Incomplete applications and missing documentation will significantly slow processing the case file.
- e. 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.
- f. Assistance Provided: The maximum grant amount is \$2,400.00, disbursed as the Auxiliary Emergency Fund Grant Committee determines.

## Committee Awards

(An Annual Report form not required)

- I. Citation Plaque Recognition: Mailed to one unit and one department contributing the largest donations to the Auxiliary Emergency Fund.
- II. Lapel Pin Recognition: Presented to any individual contributor donating \$25 or more.
- III. Citation and Lapel Pin Recognition: Presented to any department, unit or individual contributing \$100 or more to the Auxiliary Emergency Fund. The Citation form is available on the Web site at [www.legion-aux.org](http://www.legion-aux.org). Citations may be printed by the unit or department.
- IV. Individual Ribbon Recognition: Each member contributing \$25 or more to the Auxiliary Emergency Fund will be recognized at Awareness Assembly and National Convention with a blue ribbon to be worn on her name tag.
- V. AEF 40<sup>th</sup> Anniversary "Kickoff" Recognition Certificate: Presented to one unit or department in each division contributing the largest amount by November 10, 2009. Recognition will be given at the 2010 Awareness Assembly.
- VI. Certificate and Recognition at National Convention: One individual member from each division contributing the largest amount will receive a certificate and special recognition at National Convention. Donation must be certified by your Department Secretary and mailed to the respective Divisional Chairman by June 1.

## Resources

1. [www.211.org](http://www.211.org)  
Basic needs, physical and mental health resource, employment support and more.
2. [www.fema.gov](http://www.fema.gov)  
Support preparing, preventing and responding to disasters.
3. [www.redcross.org](http://www.redcross.org)  
Disaster relief focusing on meeting immediate disaster-related needs such as food, shelter, health, and mental health services.
4. [www.fns.usda.gov/fsp](http://www.fns.usda.gov/fsp)  
This program enables low-income families to purchase nutritious foods.

See program page on [www.legion-aux.org](http://www.legion-aux.org) for additional resources