

**THE AMERICAN LEGION - - DEPARTMENT OF VERMONT  
DISTRICT FUND REQUEST  
DISTRICT # \_\_\_\_\_**

**DISTRICT COMMANDER PORTION - TO BE COMPLETED:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**DATE OF DISTRICT CAUCUS:** \_\_\_\_\_

POSTS ATTENDING (Provide Signatures of Post Commanders)

|     | <b>POST NAME &amp; #</b> | <b>COMMANDER SIGNATURE</b> |
|-----|--------------------------|----------------------------|
| 1.  |                          |                            |
| 2.  |                          |                            |
| 3.  |                          |                            |
| 4.  |                          |                            |
| 5.  |                          |                            |
| 6.  |                          |                            |
| 7.  |                          |                            |
| 8.  |                          |                            |
| 9.  |                          |                            |
| 10. |                          |                            |

**AMERICAN LEGION PROGRAMS OR PROJECTS REQUESTING FUNDING FOR (PLEASE SPECIFY AMOUNT REQUESTING AND ADDRESS TO SEND FUNDS TO)**

| <b>REQUESTED AMOUNT</b> | <b>PROGRAM</b> | <b>SEND TO</b> |
|-------------------------|----------------|----------------|
|                         |                |                |
|                         |                |                |
|                         |                |                |
|                         |                |                |
|                         |                |                |

Please provide a copy of the minutes of your meeting for validation of the motions made for funding. This copy will remain in your District File for our financial records until audit.

**SIGNATURE OF DISTRICT COMMANDER:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

## **SUBJECT: STANDARD OPERATING PROCEDURE FOR PROCUREMENT OF THE DISTRICT FUNDS**

1. It is the intent of the Department to provide an incentive to each District to continue to grow in membership, communicate within the District for the good of The American Legion and support the programs and projects of The American Legion. It is with this intent that we provide funding at the District Level.
2. Districts will have fifty cents per member held in their individual District accounts. The refund would begin in the 2008 membership year based upon the membership recorded at Department Headquarters December 31<sup>st</sup> of the previous year.
3. Each District must provide the Department with a formal request signed by a majority of the District Post Commanders (\*\*\*) for receipt of the funds. This would require a District meeting held, at least annually, for consensus of the Posts in the District. A copy of the Minutes of the Meeting are required by Department Headquarters and should accompany the Fund Request.
4. The District Fund would only be used for The American Legion programs and projects. A list of authorized use would be given to each District Commander upon request.
5. After one year, any Funds exceeding \$1,000 will be immediately returned to the Department General Fund.
6. Attached is the formal request sheet to be utilized for the Department Finance Officer.

(\*\*\*)If the Commander of the Post is not able to attend the District Meeting, then the Post Adjutant, 1st Vice, Membership Director - or whomever can speak on behalf of the Post can sign the Request Form.