

**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)

	POST NAME & #	COMMANDER SIGNATURE
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)

REQUESTED AMOUNT	PROGRAM	SEND TO

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: _____

STANDARD OPERATING PROCEDURE FOR PROCUREMENT OF 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 the department provides funding at the District level.
2. Districts will have seventy-five cents per member held in individual district accounts at the department level or provided to those districts that have checking accounts. The refunding shall begin July 1st of each year based upon the District membership recorded at Department Headquarters on December 31st of the previous year.
3. Each District that does not have individual checking accounts at the District Level shall provide the Department with a formal funds distribution request signed by representatives of the District Posts. Independent of whether funds are held in a District Account at the Department Level, or in a District Bank account, distribution of funds shall require a District meeting convened, at least annually, for consensus of the Posts in the District. The utilization of e-mail authorization for an urgent request for disbursement of funds shall require approval by more than 50% of the post Commanders in a District. The District Commander is responsible for insuring that copies of the authorization E-Mail(s) are maintained within the District and shall be held by the district finance officer/adjutant as appropriate where District checking accounts exist.
4. All District meetings with at least 50% of their Posts represented may spend 100% of their funds. District meetings with at least 1/3 but less than 50% of Posts represented may spend 50% of their funds. District meetings with less than 1/3 of their Posts represented will not be able to spend District Funds. The District Commander will insure that a report of District funds disbursed by the District shall be submitted semi-annually in June and December to the Department Finance Officer.
5. The District Fund shall only be used for the American Legion programs and projects or programs approved by the Department Finance Committee. A list of authorized programs shall be provided in each District Commander's package at the Annual Convention and copies provided to the County Commanders.
6. Any funds in excess of \$1,000.00 not spent in the current fiscal year shall have the succeeding fiscal years funds reduced by the amount not spent over \$1,000.00. Those funds retained by the Department shall be retained in the General Fund.
7. A District may consider hosting a teleconference to conduct the District Caucus. Department personnel are available to work with Districts to develop guidelines for teleconferencing.
8. Attached is a formal request sheet to be utilized by the District Commanders not having the District funds deposited into a District checking account.

REVISED: 12/8/18