

Remit this transmittal form with your checks to ensure proper accounting

American Legion Auxiliary

ALA, Department of California
401 Van Ness Avenue Suite 319
San Francisco, CA 94102-4570
(415) 861-5092
(415) 861-8365

Include all Unit/District Numbers on all checks



Obligations to be seated on the Convention Floor

Obligations that **MUST BE PAID** to Department to be seated on Convention floor by opening of convention:

- a. District Percapita Tax (to be reported by District President to Department Secretary or Treasurer)
- b. Delegate Fees
- c. Outstanding Fees for: Membership Per Capita, Department Order Forms, or any other money owed to Department
- d. Up to date Unit Bylaws on file with Department Constitution and Bylaws Chairman
- e. Fidelity Bond if applicable (Due September 2023)
- f. 2024 Poppy Financial Report and 10% of Poppy Sales
- g. 2024 Girls State Fees by June 15

District _____ Unit _____

All fees must be paid by May 13, 2024. The only items due are marked with a check or the amount due. Please mail the below to:

**American Legion Auxiliary, Department of California
401 Van Ness Avenue, Suite 319
San Francisco, CA 94102**

- a) District Percapita Tax _____ (District Presidents please let the Department Secretary know if there are any units that have not paid their District Percapita Tax)
- b) Delegate Fees _____ (This will be verified prior to convention)
- c) Outstanding Fees
 - Membership Per Capita _____
 - Live Unit Logon Fees _____
 - Department Supplies _____
- d) Unit Bylaws _____
- e) Fidelity Bond _____
- f) Girls State Fees _____ (By June 15)

PLEASE MAKE SEPARATE CHECK PAYABLE TO ALA DEPT OF CA FOR POPPY FINANCIAL REPORT AND 10% OF SALES

- g) 2024 Poppy Financial Report _____ (10% of Poppy Sales) (This will be verified prior to convention)

Send copy of this form with ALL payments to the Department Office in San Francisco. If you have proof that something has been paid, please verify that the check was cashed and then email the Department Secretary the check # to verify we received it.