

1. The allowance for the Department Chairman shall be adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st. (1998)
2. The Department Chairman shall urge donations to the Auxiliary Emergency Fund to support this program which is administered by the National Organization, and they shall be prepared to transmit information pertaining to the program to the Units. (2007)
3. All donations shall be made payable to the National American Legion Auxiliary with a copy to the Department Chairman for tracking and reporting purposes. (2018)
4. The purpose of the fund is to provide temporary assistance to eligible Auxiliary members who have suffered a financial setback or crisis resulting from an emergency. The types of aid available are temporary assistance during time of financial crisis when no other source of aid is readily available to pay for shelter, food, and utilities; disaster relief for food and shelter to eligible members related to weather-related emergencies and natural disasters; and educational assistance for training when the eligible member becomes the main means of support for their family to help them obtain the necessary skills and training needed to enter or re-enter the workforce or needed to upgrade skills and training to obtain a better-paying position, suddenly find themselves in need of funds, and no other sources are immediately available. The program includes assistance to displaced Auxiliary Members who find themselves as head of households and are in need of funds to update and/or acquire skills in order to enter the work field. (2021)
5. The Auxiliary Emergency Fund is available to assist members who have been a member of the American Legion Auxiliary for the immediate past two (2) consecutive years and whose current membership dues are paid. It is intended to provide short-term temporary financial help until financial stability is reestablished. (2007)
6. Units wanting to submit an application for an eligible member can obtain a copy of the application on the Department or National Website(s). A copy can also be obtained from the Department Chairman.
7. Units shall be reminded to follow instructions carefully and completely. Only applications that are filled out correctly shall receive consideration for assistance. Completed applications shall be forwarded to Department Secretary for a verification of the applicant's membership eligibility, then to National Headquarters for consideration and approval.
8. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)

9. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairman reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)