

Auxiliary Emergency Fund 2015-2016 Plan of Action



You can help Auxiliary members in need by donating to the Auxiliary Emergency Fund (AEF).

What does AEF do?

AEF provides temporary financial aid to eligible members during times of financial crisis or after a natural disaster.

How do you get AEF help when you need it?

Eligibility: Women who have been ALA members for 2 or more consecutive years AND whose membership is paid for the *current* year.

AEF Assistance: [1] when natural disaster or weather emergency leaves member without shelter or food; [2] when a financial crisis leaves a member without resources for shelter, food, or utilities and no other source is readily available; [3] In extreme circumstances, when education or vocational training is needed for a member lacking necessary skills for employment.

Application Process: Contact member of Department AEF Committee for help with application process. Application forms & instructions are available from national website. A maximum grant of \$2,400 will be disbursed as determined by the AEF Grant Committee. An expedited process and special form are available for disaster victims seeking temporary shelter assistance.

Department AEF Committee

Jane Hoppenworth, Chairman Cary 67 919-528-0398 janehopp@gmail.com	Elaine Richard Hickory 48 828-428-4807	Nancy Carlson Snow Hill 94 252-747-4171 sonofcarl@earthlink.net
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How can units participate in the AEF Program?

- ☆ Prepare for emergency—make an AEF packet to have on-hand for when a unit member needs help.
 - Prepare a packet with copies of current application forms plus contact information for unit president, unit secretary, membership chairman, and Department HQ. Keep packet in unit files so it's ready when needed. Update each year.
- ☆ Donate to AEF!
 - Encourage individual and unit donations to the AEF. (See Awards section.)
 - Try to give more than last year's unit donation by holding special fund-raiser activities.
 - Fund-raiser Suggestions from National AEF Chairman:
 - Raffle a rain barrel. Buy a rain barrel (~ \$60 at Lowes) or make a rain-barrel system from a 55-gallon barrel. Decorate in patriotic or seasonal theme and raffle at a community event. For How-To sheet, see national website or contact Department AEF Committee.
 - Host a "Diva Night" offering makeovers and hair styling, wine tasting, games, door prizes, gourmet desserts, and contests for Best Divas. Wear your tiara! Invite the public so you can recruit new members. For How-To sheet, see national website or contact Department AEF Committee.
 - Water Bottle Coin Collections. At meetings, give each unit member a 20-ounce bottle of water and ask her to bring the bottle back when it is filled with spare change (no pennies).

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- Suggestion from Department AEF Chairman: “AEF Diet—Leave the room 1 pound lighter.” At meetings, pass around a small bucket or can and ask each member to empty all the spare change from her purse into it. 1 pound of change averages \$10.

Resources

- For help applying for AEF assistance, contact Unit Officers, Department AEF Committee, or Department HQ.
- Application forms and instructions available from national website: www.alaforveterans.org Log In. Click on Menu, then Members Only. Select Auxiliary Emergency Fund. Scroll down through end of screen to find more details about application process.
- Labels for donation containers available on national website. Log In. In Search box, type Posters. Scroll down to find colorful labels to can print and tape to collection containers.
- For fund-raising ideas, see AEF Plan of Action on national website or else contact Department AEF Committee.

Awards for Participating in AEF Program

- National Awards
 - To receive a National President’s *Unit Award for Excellence*, a unit must include the AEF program (see Unit Award Form on p. 322, national Plan of Action 2015-2016).
 - AEF Donation lapel pin and National Certificate of Appreciation to *individual* ALA members who give \$50 or more. Make donation via NC Department Headquarters.
 - Citation plaque to the *unit* and the *department* contributing largest per-capita donation to AEF
 - Southern Division certificate award and convention recognition to *department* contributing largest per-capita donation to AEF
- Department Awards
 - Certificate of Appreciation from National AEF Committee to *units* for donations of any amount
 - Department Certificate of Appreciation to individual ALA members for donations of any amount. Make donation via NC Department Headquarters.
 - Certificate of Award to unit contributing the largest donation to AEF.
 - Certificate of Award to unit contributing the largest *per-capita* donations to AEF. Per-capita will be based membership as of May 1, 2016. (Example: Unit A has 100 members and gives \$100 to AEF. Per capita donation = \$1.00. Unit B has 25 members and gives \$50 to AEF. Per capita donation = \$2.00. Unit B wins the award)

Chairman’s Personal Award: Your unit could win a \$25 donation. For each AEF promotion, your unit earns points: (A) points equal to total unit donations (B) 5 points for each individual donor; (C) 10 points for each AEF fundraisers activity reported (Ex: event, raffle, pass-the-hat); (D) 25 points for submitting mid-year report by January 4, 2016; (E) 50 points for submitting year-end report by May 7, 2016. “No Activity” reports and missed deadlines do not count. In case of tie, winner will be selected by a drawing.



Reporting

Reports must be *delivered* by due date. E-mail submissions encouraged. Throughout year, notify committee of any AEF activities posted on unit *Facebook* page.

Mid-year reports due December 15, 2015 (must be delivered by this date). Report on activities from July 1 through December 2015. Use Year-End report form for guide. Send pictures and short description of activities, events, and promotion materials. Identify people & items in the photographs.

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Year-end reports due May 1, 2016 (must be delivered by this date). Report on activities from July 1, 2015, through May 1, 2016. Use year-end report form. To be eligible for a National program award, you must also complete a national Award Cover Sheet. (Ask AEF Program Chair for info.)

End- of-Year Unit Report

Deadline: May 1, 2016. Reports must be *delivered* by this date. E-mail submissions encourages. Call Jane at 919-528-0398 if you have questions.

Mail to: Jane Hoppenworth
1002 Fate Washington Road
Stem NC 27581

e-mail reports to: janehopp@gmail.com
(call if you do not receive a reply to your
e-mail submission within 48 hours)

Unit Name and Number: _____

Town: _____ District: _____ Division: _____

Person submitting report (print name): _____

Telephone number: _____ e-mail: _____

★ Include photographs of your AEF fund-raising activities and promotions such as pictures of raffle items or collection containers and unit members working at fund-raiser events. Write a short description about the activity shown and identify people & items in the photographs. (National chairmen *love* pictures of activities that they can show during their National Convention reports.)

If needed, use separate piece of paper to write descriptions. **INCLUDE UNIT NAME & NUMBER.**

1. How did your unit promote the Auxiliary Emergency Fund? (examples: prepared Emergency Application packet; raised member awareness of available AEF assistance; gave special recognition to unit members for individual AEF contributions; got publicity in local newspapers; posted AEF fund-raising activities on Facebook, etc.).

2. Describe fund-raising activities for AEF contributions.

3. How much money did you raise from your promotion and fund-raising activities? _____

4. How much did your AEF contributions increase since last year's? _____

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5. Who should get special recognition in your unit for their work on the AEF program? What did they do?

Individual donors who give \$50 or more to the Auxiliary Emergency Fund will receive a National Certificate of Appreciation and an AEF Donor Pin.

A Department Certificate of Appreciation will be given to individual members for AEF donations of any amount.

Donate through Department Headquarters and make checks payable to NC ALA.
Specify that the donation is for AEF.

Information to include with check:

Name

Membership ID number

Unit name and number

address and telephone number

Mail to: American Legion Auxiliary
Department of North Carolina
P. O. Box 25726
Raleigh NC 27611

Label for Water Bottle Coin Collection:



MEMBERS HELPING MEMBERS

**FILL WITH COINS FOR THE
AMERICAN LEGION AUXILIARY EMERGENCY FUND**

UNIT _____