



Auxiliary Emergency Fund

Application Instructions for Members Affected by Disaster

An Auxiliary Emergency Fund grant may provide immediate emergency assistance to American Legion Auxiliary members in areas devastated by a natural disaster, such as fire, flood, hurricane, tornado, earthquake, or other severe weather. The applicant must have received damage to the primary residence and/or been displaced or evacuated from the residence and had out-of-pocket expenses for food, clothing, and shelter. Grants may be awarded up to \$2,400.

BASIC CRITERIA FOR QUALIFICATION

- The applicant must be an American Legion Auxiliary (ALA) member
- Applicant must have maintained ALA membership for three consecutive years (the current year and immediate past two years)
- Application must be received within 6 months of disaster.
- One grant per grantee in a 12-month period will be awarded

REQUIRED APPLICATION INFORMATION

The application must be filled out completely and accurately to prevent delay in processing. Please explain **in detail** the damage incurred to the primary residence including roofing, structure, windows, flooring, appliances, furniture, and all contents in the home. Include all supporting documents such as photographs, copies of receipts, work estimates, and government agency documents. If the application is not complete, it may be returned for amendment and or further explanation.

CHECKLIST BEFORE SENDING IN THE APPLICATION

- Confirm you have held membership for three consecutive years (the current year and immediate past two years)
- Complete **ALL** sections of the application
- Provide copies of receipts for emergency expenses incurred including lodging, food/water, fuel, and other

SUBMIT APPLICATION

Once application is complete, please e-mail to AEF@ALAforVeterans.org; fax to National Headquarters at (317) 569-4502; or mail to American Legion Auxiliary National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

QUESTIONS

If you have any questions, please email AEF@ALAforVeterans.org or call (317) 569-4500.



**Auxiliary Emergency Fund
Expedited Application for Members Affected by Disaster**

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or Mail to American Legion Auxiliary National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

MEMBER INFORMATION

Member's Full Name: _____ Member ID #: _____ Years of consecutive ALA membership: _____

Member's Unit # & Location: _____ Member's Dept: _____

Member's Address at time of Disaster: _____
address city state zip

Member's Phone Number: () _____ - _____ Email: _____

Type of Disaster: Fire Flood Hurricane Tornado Earthquake Severe Weather (i.e. lightning, heavy snow)
 Other (*Please Explain*) _____ Date of Occurrence: _____

Do you own or rent primary residence? Own Rent Is this your primary residence? Yes No

Are you still residing in the residence? Yes No If no, please explain current living arrangements (Hotel/Family): _____

Was employment of member lost or temporarily suspended due to disaster? Yes No If yes, for how long: _____

Was employment of spouse lost or temporarily suspended due to disaster? Yes No If yes, for how long: _____

Reimbursement Expected: FEMA: \$ _____ State/Local Disaster Assistance: \$ _____

Homeowners/Renters Insurance: \$ _____ Other: \$ _____

PAYMENT INFORMATION

If awarded, payment can be transmitted by electronic funds directly to the member's bank account OR a check can be mailed. For electronic funds transfer, you must provide the bank name, routing /ABA number, type of account and your account number. You must provide a complete mailing address for delivery of a check by the U.S. Postal Service. If available, please include a voided check for accuracy.

Member's Name as listed on Account: _____

Member's Address as listed on Account: _____

Member's Signature: _____ Date: _____

FOR EFT PAYMENT:

Name of Member's Bank: _____ Type of Account: Checking Savings

Bank Routing#/ABA # _____ Member's Bank Account # _____

FOR CHECK PAYMENT:

Address where Check is to be mailed: _____
address city state zip

Describe Damage to Primary Residence: Please explain **in detail** the damage incurred including roofing, structure, windows, flooring, appliances, furniture, and all contents in the home. Attach additional sheets as needed to fully explain extent of damage. Include available photos, copies of repair estimates, statements from FEMA and/or local law enforcement, etc.

Emergency Expenses: Please provide all emergency expenses incurred. ***Receipts must be provided.***

Lodging: \$ _____ Food/Water: \$ _____ Fuel: \$ _____ Other (*plywood, generator, dry ice, etc.*): \$ _____

NOTICE

If you are a recipient of an Auxiliary Emergency Fund grant and would like to be contacted by staff from the American Legion Auxiliary National Headquarters to publicly share your story of how the Auxiliary Emergency Fund assisted you, please sign below. Your testimonial could be used in ALA print, marketing and online publication. Personal AEF stories help promote the Auxiliary Emergency Fund fundraising efforts, through which grants are made possible.

(Optional) Member Signature: _____ Date: _____
Declining to provide your signation will not adversely affect the evaluation of your AEF application.