

**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 we provide funding at the District level.
2. Districts will have **seventy-five** cents per member held in their individual District accounts. The refund would begin **July 1st of each year** based upon the membership recorded at Department Headquarters December 31st of the previous year.
3. Each District must provide the Department with a formal request signed by **representatives** of the District Posts. This would require a District meeting held, at least annually, for consensus of the Posts in the District. A copy of the minutes of the Meeting **are required** by Department Headquarters and should accompany the Fund Request. **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.**
4. The District Fund would only be used for the American Legion programs and projects **or programs approved by the Department Finance Committee**. A list of authorized **programs** would be given to each District Commander upon request.
5. After one year, any Funds exceeding \$1,000 will be immediately returned to the Department General Fund.
6. Attached is a formal request sheet to be utilized **by the District Commanders**.
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.**

REVISED 10/28/17