

“AUXILIARY EMERGENCY FUND”

2020-2021 PROGRAM GUIDE

AMERICAN LEGION AUXILIARY

DEPARTMENT OF MICHIGAN

Chairman:

Linda Wallace

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“Mission of the Auxiliary Emergency Fund”

“To provide temporary financial assistance to eligible members during times of financial crisis or weather-related emergencies and natural disasters and to promote awareness and knowledge of the program”



AMERICAN LEGION AUXILIARY

AUXILIARY EMERGENCY FUND
Contribution Form

PERSONAL INFORMATION

Please Type or Print

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Member ID#: _____ Department of: _____

PAYMENT INFORMATION

Payment Type:

Check

Check Number: _____ **Check Amount:** _____

*Make check payable to: American Legion Auxiliary, National
and indicate "AEF" in check memo*

Credit Card

Type: _____ **Name on Card:** _____

MasterCard or Visa ONLY

CREDIT CARD NUMBER: _____ **EXP. DATE:** _____

SIGNATURE: _____ **DONATION AMT:** _____

SEND THIS FORM TO:

American Legion Auxiliary
National Headquarters
ATTN: Development
3450 Founders Road
Indianapolis, IN 46268
Fax: (317)-569-4502

QUESTIONS:

(317) 569-4563 – Ask for Marti Drake
or email: aef@alaforveterans.org

2017-2022 American Legion Auxiliary Programs Action Plan

Auxiliary Emergency Fund (AEF)

The Auxiliary Emergency Fund provides temporary financial assistance to eligible members during times of financial crises or weather-related emergencies and natural disasters and promotes awareness and knowledge of the program.

Committee Contact Information

aef@ALAforVeterans.org

What Can You Do?

- 1. Familiarize each unit and department with what AEF can and cannot do, where to locate the current application and how to apply.**

Ideas:

Member

- Distribute the “Before you Begin – Frequently Asked Questions” sheet and AEF brochure found at www.ALAforVeterans.org to eligible members. Promote as a benefit to new members.

Unit

- Have printed applications and AEF brochures available during unit meetings and at the local post.

Department

- Educate each unit and department AEF chairman on Auxiliary Emergency Fund roles and responsibilities. Encourage AEF chairman to procure brochures for their eligible members. This can be at www.ALAforVeterans.org.

- 2. Help the National Auxiliary Emergency Fund obtain donations by supporting department and unit fundraisers.**

Ideas:

Member

- Support fundraisers sponsored by your department and unit.
- Make a personal donation to the AEF. Donations of \$50 or more will receive a pin requested by your department from National Headquarters.

Unit

- Put an AEF donation can in your local post (visit www.ALAforVeterans.org for a free, downloadable can label). Solicit local businesses for monetary or in-kind donations to your unit for AEF.

- Schedule an annual “Members Helping Members” night at your local post. Not only is this a great time for an AEF fundraiser, but it gives you the opportunity to share information about what makes a member eligible to receive help from the AEF. Have membership applications available, and sign up new members during an event. Legion members might sign up eligible relatives in order to provide this protection for them. Prior to the event, be sure all unit members have read and are familiar with the AEF frequently asked questions as well as the criteria for assistance.

Department

- Share fundraising ideas on all levels through newsletters, bulletins and stories, and circulate at every meeting. Along with the brochures, inform members that any donation of \$50 or more will receive a pin. AEF Donation Pin Order Forms are available at www.ALAforVeterans.org or by contacting National Headquarters at (317) 569-4500, or by emailing your request to aef@ALAforVeterans.org. Departments track and distribute pins to individual members.

Programs and Activities

1. The AEF brochure is available through departments and also online at www.ALAforVeterans.org
2. Please use the current form and follow directions to ensure that evaluation and processing are completed in a timely fashion. Incomplete applications can delay the application process. The current application and expedited application are available at www.ALAforVeterans.org.
3. Forms are available to order pins for individuals who donate \$50 or more. AEF Donation Pin Order Forms are available at www.ALAforVeterans.org, by contacting National Headquarters at (317) 569-4500, or by emailing your request to aef@ALAforVeterans.org. Departments track and distribute pins to individual members.
4. AEF frequently asked questions and additional AEF information are available on the AEF page at www.ALAforVeterans.org.
5. The following core rules apply to the Auxiliary Emergency Fund:
 - a. Temporary assistance to eligible members during:
 - A time of financial crisis when no other source of aid is readily available to pay for shelter, food and utilities.
 - Weather-related emergencies and natural disasters, for food and shelter.
 - Educational training for eligible members who lack the necessary skills for employment or to upgrade competitive workforce skills.
 - b. Assistance will not be granted to pay accumulated debts or medical expenses. The intent is to help members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is re-established. Incomplete applications and missing documentation will significantly slow processing the case file.
 - c. Eligibility: Persons who have been members of the American Legion Auxiliary for at least the immediate past two consecutive years and whose current

membership dues are paid at the time the emergency occurs (three consecutive years' dues) may apply for assistance.

- d. Assistance provided: The maximum grant amount is \$2,400, disbursed as the Auxiliary Emergency Fund Grant Committee determines.

AEF Reporting*

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department, and are intended as an opportunity for mid-year correction. Each department AEF chairman is required to submit a narrative report to the division AEF chairman, plus copy the national AEF chairman.

Year-End Reports

Annual reports reflect the program work of units in the department, and may result in a national award for participants if award requirements are met. Each department AEF chairman is required to submit a narrative report to the division AEF chairman, plus copy the national AEF chairman. Members and units should follow their department's protocol and deadlines.

**For deadlines and contact information, please consult the Annual Supplement to the 2017-2022 Programs Action Plan or visit the AEF Committee page on the national website, www.ALAforVeterans.org.*

AEF Awards

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world who we are, what we do, and why we matter. Just three simple steps to add your part to our national success story:

- 1) Please follow instructions as you fill out the National Report and Awards Cover Sheet found in the awards section of the Programs Action Plan.
- 2) Provide details/examples about the activity as outlined in the award's materials and guidelines section.
- 3) Submit as indicated in the Annual Supplement to the Programs Action Plan.

National Report and Awards Cover Sheet, deadlines, and AEF committee contact information may be found on the AEF committee page on the national website, www.ALAforVeterans.org.

- A. Department Award: Largest Contribution**
 - Award: Citation
 - Presented to: One department per division contributing the largest donations (per capita) to the AEF as of June 1.

- B. Member Award: Individual Contribution of \$50 or More**
 - Award: Citation and Lapel Pin Recognition
 - Presented to: Individual contributor donating \$50 or more
 - Materials and guidelines:

- The citation form is available at www.ALAforVeterans.org. Citations may be printed by the unit or department.

C. Unit Award: Largest Contribution by a Unit

- Award: Citation Plaque and special recognition at national convention
- Presented to: One unit contributing the largest amount (per capita)
- Materials and guidelines:
 - Total donations per unit will be tracked by National Headquarters and will be divided by the units' current membership totals as of June 1 to determine the per capita donation amount

D. Department Award: Largest Contribution by a Department

- Award: Citation Plaque and special recognition at national convention
- Presented to: One department contributing the largest amount (per capita)
- Materials and guidelines:
 - Total donations per unit will be tracked by National Headquarters and will be divided by the units' current membership totals as of June 1 to determine the per capita donation amount.

How To Sheets

- How to Implement a Successful Water Bottle Coin Collection

Additional Resources You Can Use

1. www.ALAforVeterans.org (for additional resources and descriptions)
2. www.legion.org
3. www.operationhomefront.net (general financial assistance for military families)
4. www.211.org (referral program for local help with food, housing and employment)
5. www.fema.gov (disaster assistance)
6. www.redcross.org (disaster assistance)
7. www.fns.usda.gov/snap/ (Supplemental Nutrition Assistance Program)
8. www.liheap.ncat.org (Low Income Home Energy Assistance Program)
9. The AEF Committee Facebook group, search "Aux Emergency Fund"
10. Your national Auxiliary Emergency Fund committee members (see AEF program page on the national website or Annual Supplement for contact information)



HOW TO HOLD WATER BOTTLE COIN COLLECTION DONATIONS TO THE AUXILIARY EMERGENCY FUND

Committee:

Auxiliary Emergency Fund (AEF)

Contact Information for Questions: aef@ALAforVeterans.org

Water Bottle Coin Collection:

Hand out a free 20 oz. bottle of water at a meeting to all members in attendance and ask them to return the bottle filled with coins to the next meeting. A 20 oz. water bottle filled with dimes adds up to almost \$100!

Unit: Offer a prize to the member donating the largest amount.

Department: Offer an award for the unit that collected the largest amount the previous year.

Suggested label for bottles:



**MEMBERS HELPING MEMBERS
FILL WITH COINS
FOR
AMERICAN LEGION AUXILIARY EMERGENCY FUND
UNIT #xxxxxx**

**Other AEF Fundraising Ideas:**

It's a Wrap - Offer gift-wrapping services at Christmas time for families along with babysitting services for a small donation. Other ideas include: show a holiday movie, make cards for veterans and military or assemble Pocket Flags. A lot of activities could be rolled into one night! Imagine how this wonderful service would help families in your community deal with stress during the holidays.

Buy a Meal - Volunteers donate homemade meals to sell. Could be in conjunction with a bake sale. Or sell food and baked goods at local sports games or dances.

Eat for a Cause - Contact local restaurants and ask them to set aside a night where a percentage of the sales would be donated to AEF.

Talent Show - Hold a talent show and charge for admission. Sell light fare and refreshments. Note: A Delaware unit held a talent show, charged \$5 per person, sold food and 50/50 and raised almost \$2,000 for the USO!

Otterbox - Sign up and request product donations for your raffles and/or silent auctions at <http://www.otterbox.com/en-us/product-donations.html>. Requests can take up to 6 weeks to be processed.



HOW TO INSPIRE DEPARTMENTS TO INCREASE AEF DONATIONS

Committee:

Auxiliary Emergency Fund (AEF)

Submitted by:

Brenda Collins, National AEF Chairman

Contact Information for Questions:

aef@ALAforVeterans.org or brendawcollins@charter.net

Suggestion:

Units and departments help the national Auxiliary Emergency Fund exceed its total donations from the previous year.

Step-by-Step Instructions:

Fundraising suggestion for units and departments:

Rain Barrel AEF Fundraiser

What is a rain barrel?

A rain barrel is a system that collects and stores rainwater from your roof that would otherwise run off and be diverted to storm drains, streams and rivers. It is composed of a 55 gallon drum (plastic or wooden), a vinyl hose, PVC couplings, and a screen grate to keep debris and insects out, and other common items. A rain barrel is relatively simple and inexpensive to construct and can sit conveniently under a residential gutter downspout.

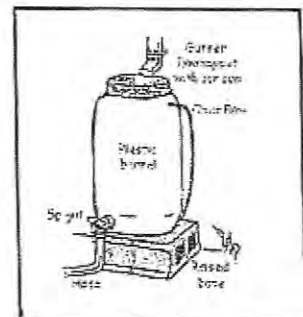
How can a rain barrel help AEF?

Rain barrels can be built or bought by units, districts, or departments and decorated uniquely. These barrels can then be auctioned off as a fundraiser for AEF.

- Example: dinner/silent auction:
 - The goal is to have an event with a significant number of people who can and/or will bid on the barrels in order to raise funds for AEF. Large events could include district events or your department convention.
 - There could be a competition between units and/or districts on the "best" rain barrel, "most unique" rain barrel, "most patriotic" rain barrel, etc.

How can you help?

- Department: Host a fundraising opportunity to auction off rain barrels donated by units and districts in your state.
- Unit: Coordinate your unit to purchase or build a rain barrel for auction.
- Member: Donate items or funds to help build or decorate rain barrels.



Before you begin completing the Auxiliary Emergency Fund Application

Are you eligible?

- My dues have been paid for the last two consecutive years, as well as the current year (three yrs. total).

Decide for which type of assistance you are applying.

- Temporary assistance during a time of financial crisis, when no other source of aid is readily available to pay for shelter, food and utilities. (Complete pages 1-3 of the application)
- Temporary assistance for food and shelter related to weather-related emergencies and natural disasters. (Complete pages 1-4 of the application)
- Temporary assistance for educational training due to the lack of skills necessary for employment or in order to upgrade competitive workforce skills. (Complete pages 1, 2, 3 and 5 of the application)

Documentation to collect before beginning:

- A) Monthly earnings figures for yourself, your spouse (if applicable) and anyone else in the household (if applicable), including:
- Veteran's Pension/Compensation
 - Child Support and TANF
 - Social Security
 - SSI
 - SSD
 - Medicare/Medicaid
 - Food Stamps
 - WIC
 - FEMA
 - Unemployment Compensation
 - Workmen's Compensation
 - Alimony
 - County/State Assistance
 - Stock Dividends
 - Donations from private charities, including your post/unit/department
 - Any other income/donations
- B) Dollar amounts for current bills, including:
- Mortgage/Rent
 - Electricity Bill
 - Fuel
 - Water/Sewage
 - Food
 - Telephone
 - Child Care
 - Medication
 - Toiletries
 - Insurance
 - Homeowners
 - Life
 - Auto
 - Health
 - Other
- C) Copies of the following will need to be provided upon submission:
- Current Electric bill
 - Current Natural Gas bill
 - Current Water bill
 - Current Sewage bill
 - Current Phone bill
 - Eviction notices
 - Disconnection notices
 - And any other expenses or documentation to be considered (such as receipts for supplies and repair estimates from a natural disaster)
- D) If applying for **disaster assistance**, please complete page 4 and include *copies* of:
- Photographs of the damage
 - Repair estimates
 - Statements from FEMA or local Law Enforcement
 - Receipts for supplies, if purchased
 - Documents regarding the insurance policy on the property
- E) If applying for **education assistance**, please complete page 5 and:
- List
 - i) Name and address of institution
 - ii) The course title(s)
 - iii) The cost of the course(s)
 - iv) The beginning and end dates
 - Include *copies* of course schedule(s), if already enrolled
- ¹ This type of assistance will be awarded directly to the educational institution, not the member.

You are now ready to begin. After you have completed the application, submit it with the necessary documents to your unit for consideration.



The American Legion Auxiliary is extending its administrative year through our 2021 National Convention due to the COVID-19 pandemic. Please save your 2019-2020 reports and add the great work you will continue to do throughout the 2020-2021 year.

2019 – 2021 Annual Supplement to the Programs Action Plan Auxiliary Emergency Fund (AEF)

Committee Contact Information

aef@ALAforVeterans.org



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** For the most up-to-date contact information, please visit the Auxiliary Emergency Fund Committee page at www.ALAforVeterans.org.



What is this program, and why do we have it?

The Auxiliary Emergency Fund provides temporary financial assistance to eligible members during times of financial crisis or weather-related emergencies and natural disasters and promotes awareness and knowledge of the program.

Auxiliary Emergency Fund Awards Deadlines:

- A. **Department Award:** Largest Contribution
 - Deadline: June 1, 2021

- C. **Unit Award:** Unit Contributing the Largest Amount (per capita)
 - Deadline: June 1, 2021

- D. **Department Award:** Department Contributing the Largest Amount (per capita)
 - Deadline: June 1, 2021

Auxiliary Emergency Fund Reporting:

Mid-Year Reports

Mid-Year reports reflect the program work of units in the department and are intended as an opportunity for mid-year correction. Each department AEF chairman is required to submit a narrative report by **January 5, 2021** to the division AEF chairman, plus copy the national AEF chairman.

Year-End Reports

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. Each department AEF chairman is required to submit a narrative report by **May 15, 2021** to the division AEF chairman, plus copy the national AEF chairman. Members and units should follow their department's protocol and deadlines for report submissions at the department level.

Special 100th Anniversary Program Facts:

The Auxiliary Emergency fund was established in 1969 by the National Executive Committee, as National President Marcella Davidson, Department of New Mexico, started this as her special project. It was funded initially through a generous legacy gift from Auxiliary member Helen Colby Small of Burlington, Wisconsin. The AEF is now able to continue to grant assistance through voluntary contributions. The Auxiliary promotes awareness of the fund, disseminates information about the application process, and solicits donations from units, departments, and individual members in order to continue its availability as a resource to help members in certain dire states. A national AEF grant review committee awards AEF grants to applicants based on criteria, membership, and fund availability.



In 1981, the AEF program was expanded to include a fund to help members who needed to support themselves due to unexpected life-changing circumstances such as death or illness of a spouse, divorce, or desertion. Those women found it difficult to obtain employment, and who are without the job skills necessary to obtain adequate employment. Because of this, short-term assistance can now be provided to help our members acquire marketable job skills through schooling or job training when all other sources of financial aid have been exhausted. This was called the Displaced Homemakers Fund. With the continuous generosity of our unit members, the funds allowed a wider use of the benefits to our members and it continues today. The first AEF grant amount was \$150 and today the grant amount is for \$2,400 that our members may be eligible to receive. Since the AEF Program's existence, our members have received an estimated \$5.8 million, with over \$6 million in donations from our generous members.

American Legion Auxiliary Emergency Fund Application for Assistance (AEF)

Name: _____

Membership ID # _____

Unit # _____

Date of Birth: _____

Address: _____

Street

City

State

Zip Code

Phone: _____

E-Mail _____

Marital Status: Married Single Widowed Separated

What is your current employment status?

Full-Time Part-Time Laid-Off Retired

Worker's Compensation Unemployed

Place of Employment: _____

(If Unemployed, please explain in the Narrative section of page 3)

Please list your last date of employment: _____

What specific steps have you taken to secure employment?

Are you a veteran? Yes No

If yes, please list dates of service: _____

What is your spouse's current employment status?

Full-time Part-time Laid-Off Retired

Worker's Compensation Unemployed

Spouse's Place of Employment: _____

(If Unemployed, please explain in the Narrative section of page 3)

Please list your spouses last date of employment: _____

Is your spouse a veteran? Yes No

If yes, please list dates of service: _____

If spouse is deceased, please list date of death: _____

Are there any minor children living in your home? Yes No

If yes, please list by name, age and relationship to you:

Are there any other adults living in your home? Yes No

If yes, please list by name and relationship to you:

THIS SECTION TO BE COMPLETED BY DEPARTMENT SECRETARY

I certify that the applicant has paid dues for the two immediate preceding years and her dues have been received for the current year.

Department Secretary's Signature

Date

Rules/Instructions

The Auxiliary Emergency Fund was created to provide:

- Temporary assistance to eligible members during a time of financial crisis when no other source of aid is readily available to pay for shelter, food and utilities.
- Temporary assistance for food and shelter to eligible members related to weather-related emergencies and natural disasters
- Temporary assistance for educational training for eligible members who lack the necessary skills for employment or to upgrade competitive workforce skills.
- The AEF maintains the confidentiality of all applications, reviews, and supporting documents, and will neither disclose nor release AEF applications, files, or cases to anyone outside of the ALA AEF Review Committee.

Assistance will not be granted to pay accumulated debts or medical expenses. The intent is to help members who have suffered a financial setback and is meant to be a bridge offering a helping hand until financial stability is reestablished.

Eligibility: Persons who have been members of the American Legion Auxiliary for at least the immediate past two consecutive years. AND whose current membership dues are paid at the time the emergency occurs (three consecutive years' dues) may apply for assistance.

Assistance Provided: The maximum grant amount is \$2,400.00, disbursed as the Auxiliary Emergency Fund Grant Committee determines.

UNIT, PLEASE READ THE FOLLOWING:

Each AEF application is assessed entirely on the basis of the written record provided herein. Therefore, both the Unit and member should be specific and thorough when completing the application. Please type or print neatly to ensure legibility.

Remember to:

- Ensure the applicant has completed all applicable sections.
- Ensure all sections requiring Unit input are complete.
- Ensure all appropriate signatures have been obtained.
- Forward the completed application to your Department Secretary.

This section to be completed at National Headquarters

Date Received: _____ Case Number: _____

Membership Verification: _____

Current Monthly Income

Current earnings of Applicant: _____
 Current Earnings of Spouse: _____
 Earnings of other(s) in household: _____
 Veteran's Pension/Compensation: _____
 Child Support: _____
 Social Security: _____
 SSI: _____
 SSD: _____
 Food Stamps: _____
 WIC: _____
 Aid from Post/Unit: _____
 Unemployment Compensation: _____
 Workman's Compensation: _____
 Alimony: _____
 County/State Assistance: _____
 Stock Dividends: _____
 Other Income: _____
 (Please Specify Source) _____

Total for all current monthly income: _____

Current Monthly Expenses

Do you own or rent your home? Own Rent
 Amount of monthly payment/rent: _____
 Electricity: _____
 Fuel for Heating: _____
 (Please select which type of fuel) Gas Propane Oil
 Water/Sewage: _____
 Food: _____
 Telephone: _____
 Child Care: _____
 Medication: _____
 Toiletries: _____
 Insurance: _____

Homeowners: _____
 Life: _____
 Auto: _____
 Health: _____
 Other: _____

Other expenses (please specify): _____
 (i.e. medical bill payments, credit card payments, etc.) _____

Total for all current monthly expenses: _____

Creditor Information

Mortgage Company/Landlord: _____
 Name of Institution Account # (if applicable)

Address: _____
 Street City State Zip

Utility Company or Other: _____
 Name of Company Account #

Address: _____
 Street City State Zip

Utility Company or Other: _____
 Name of Company Account #

Address: _____
 Street City State Zip

IMPORTANT!!!

Please attach all copies of all current utility statements, bills, eviction notices, disconnection notices and any other expenses to be considered.
 Applications lacking required information and documentation will take longer to process.

Please turn to page 3 and complete both sections.

DISASTER ASSISTANCE

(This section is required for Disaster Applicants only. Those experiencing financial hardship unrelated to a disaster or apply for educational assistance may skip this section.)

Date of Occurrence(s): _____

Type of Disaster/Emergency: Fire Flood Hurricane Severe Weather (i.e. lightning, heavy snow)
 Earthquake Other (Please Explain) _____

Is the affected dwelling your primary residence? Yes No Are you still residing in the dwelling? Yes No

If you are not still residing in the dwelling, please explain where you are currently living as well as how long you anticipate being out of your home:

Please explain the damage incurred:

(You may attach additional sheets of paper if needed. Please include copies of any photographs, repair estimates, statements from FEMA or local Law Enforcement, etc.) *As these items **CANNOT** be returned, please **DO NOT** send original receipts or photos that you may need returned.*

Did you purchase emergency supplies? Yes No

(If yes, please list the cost of these supplies and provide copies of applicable receipts.)

Plywood _____ Generator _____ Gasoline _____ Dry Ice _____ Bottled Water _____
 Lodging _____ Other (please explain) _____

Is the affected property insured? Yes No *If yes, please indicate the amount you expect to receive from the policy:*

(Please attach copies of any applicable documents regarding the property's insurance policy)

Additional Comments: _____

Educational Assistance

This section to be completed by applicants seeking educational assistance:

What is the highest level of education completed? High-school graduate Some college College graduate Other

If Other, please explain: _____

Have you already enrolled in an educational institution? Yes No *If yes, when?* _____

Institution Name: _____

Address: _____

Street
City
State
Zip Code

If not already enrolled, what steps have you taken to obtain the educational training needed to qualify for the position you are seeking (i.e. job counseling, career aptitude testing, finding appropriate training institution :) _____

What type of position or specific job are you seeking? _____

Please List below (1) the course you need to complete to qualify for the position you hope to obtain, (2) the cost of each course and (3) the beginning and (4) ending dates for each course you plan to take. Please attach a copy of your course schedule if you are already enrolled.

(1) Name of Course	(2) Cost Per Course	(3) Beginning Date	(4) Ending Date
Total Cost:			

In what month and year do you expect to complete all coursework necessary to qualify for the position you hope to obtain? _____

If you are already enrolled, please enclose the statement of charges or the receipt. If you have already paid for the first phase of the training, the check for the grant will be issued directly to you. If you have not yet paid, the check will be made payable and mailed to the educational institution.

Are you receiving financial assistance from any other source to pay for the needed educational training? Yes No *If yes, please indicate the amount you are receiving as well as how long this assistance is available to you:* _____

If you are NOT receiving financial assistance from other sources, have you applied for financial aid through the Financial Aid office or the school or training center you wish to attend? Yes No *If yes, what was the response?* _____

If No, please explain. _____

Note: *When you have completed pages 1, 2, 3 and 5, present your application to your Unit officers for further processing.*

Unit's Report

This section is to be completed by the Unit Investigator (appointed by the Unit President)
Please provide a narrative explaining the member's situation in more detail to include:

- 1) Why assistance is needed
- 2) Steps that have been taken to obtain other assistance
- 3) Your Unit's plan to assist member
- 4) Your Unit's recommendation to the AEF Grant Committee

(If additional space is needed, attach a separate piece of paper.)

SIGNATURES

IMPORTANT NOTE: This application MUST be signed by the Unit President, Unit Secretary and the Unit Investigator (who is appointed by the Unit President). Those who sign below cannot be related to the applicant. Two signatures are accepted ONLY when the Unit President or Unit Secretary is inaccessible (in the hospital, out of town, etc.), is the applicant or is related to the applicant. Otherwise, all three signatures are required before the application can be processed. ALSO NOTE: The Unit President cannot appoint herself to be the investigator.

Unit Name and Number: _____

Unit President: _____
Printed Name Signature

Address: _____
Street City State Zip Code

Daytime Phone: _____ E-mail: _____

Unit Secretary: _____
Printed Name Signature

Address: _____
Street City State Zip Code

Daytime Phone: _____ E-mail: _____

Unit Investigator: _____
Printed Name Signature

Address: _____
Street City State Zip Code

Daytime Phone: _____ E-mail: _____