



AUXILIARY EMERGENCY FUND  
(AEF)

DEPARTMENT OF MICHIGAN

2025-2026

**Chairman Ellen Jackson**  
**(#108-18th) 11355 Irish Rd.**  
**Otisville, MI 48463**  
**Email: [sleepy1960@yahoo.com](mailto:sleepy1960@yahoo.com)**  
**Cell: 248-761-7309**

## **AEF - Emergency Assistance Grants**

**Members helping members – that’s the American Legion Auxiliary’s mission of Service Not Self in action. Hard times can fall upon us at any moment. That’s when the American Legion Auxiliary is committed to help. AEF is a national grant assistance program that provides financial assistance to eligible members of the American Legion Auxiliary who have endured a significant financial setback as the result of an act of nature or other personal crisis.**

**Established in 1969, the AEF was created with a bequest from the estate of Auxiliary member Helen Colby Small of Burlington, Wisconsin. Five decades later, the AEF is still helping fellow Auxiliary members get back on their feet. To carry on the AEF for members in need of assistance, we need your generous support. You can donate to the AEF by clicking [here](#).**

## Disaster Assistance

**An Auxiliary Emergency Fund grant may provide immediate emergency assistance to eligible American Legion Auxiliary members in areas devastated by a natural disaster, such as fire, flood, hurricane, tornado, earthquake, and/or other severe weather. The applicant must have either received damage to their primary residence, been displaced/evacuated from their residence or experienced basic out-of-pocket emergency expenses as a result of the disaster. Grants may be awarded up to \$3,000.**

## Hardship Assistance

**An Auxiliary Emergency Fund grant may provide temporary assistance to eligible American Legion Auxiliary members, during a time of financial crisis to pay for past due expenses related to their primary residence and/or for basic household utilities. Grants may be awarded up to \$3,000 with the intent to help members who have suffered a financial setback and offer a helping hand to help reestablish financial stability. Assistance will not be granted to pay medical expenses, credit card debt or any other expenses not related to shelter or basic household utilities.**

### **What is the Auxiliary Emergency Fund (AEF)?**

The Auxiliary Emergency Fund is a national grant initiative available to eligible ALA members who have endured a significant financial setback because of a natural disaster or other personal crisis. Grants are awarded up to \$3,000.

### **How is AEF funded?**

The AEF, established in 1969, is a legacy gift from Helen Colby Small of Burlington, Wisc. Funding for the awarding of AEF grants today comes from generous contributions made by ALA entities, ALA members, and donors throughout the United States.

### **What are the qualifications to apply for disaster assistance?**

The applicant must be an American Legion Auxiliary member who has maintained annual ALA membership for three consecutive years (the current year applied and immediate past two years). Applications for disaster assistance must be received within three months of a disaster event. One grant (disaster or hardship) per grantee will be awarded within a 12month period.

### **What types of expenses qualify for disaster assistance?**

AEF disaster assistance funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or other severe weather. Funds may be awarded for interior/exterior structure damage to the vital livable portions of the primary structure, personal items, household contents, major appliances, furniture, and HVAC units with photos provided as documentation. Reimbursable expenses with itemized receipts as documentation related to essential emergency expenses for temporary shelter, temporary structure repairs, purchase of alternative power sources and/or purchase/replacement of groceries incurred due to or being displaced after the disaster will be accepted. Only applicable receipts dated the day of the disaster and after the disaster up to a three-week time limit may be considered for funding. Assistance will not be granted for damages to a secondary or seasonal residence.

**What expenses are not applicable for disaster assistance?**

AEF disaster assistance funds will not be administered for damage to landscaping, fencing, accessory structures (pools, pool cages, patios, sunrooms, screened enclosures, lanais, decks, ramps, docks, boat garage, sheds, detached garages, and similar nonvital portions of the primary structure), and individual personal electronics. Any expense that occurred before the disaster event or exceeds the three-week time limit will not be accepted.

**Is any additional documentation required for disaster assistance?**

Since onsite visits are not part of the AEF program, providing as much information as possible regarding damages/losses/expenses in which you wish to be evaluated is vital. Information such as photos (cause/effect, loss, external/internal/content damage), itemized receipt(s), estimates, proof of primary residence, current driver's license, and/or other documentation are helpful to the AEF Review Committee to properly review and consider your application. The committee will evaluate your application based on the information, photos, and documentation provided by the applicant.

**What are the qualifications to apply for hardship assistance?**

The applicant must be an American Legion Auxiliary member. Applicant must have maintained ALA membership for three consecutive years (the current year applied and immediate past two years). One grant (hardship or disaster) per grantee in a 12-month period will be awarded. Applicant must provide qualifying, eligible documentation for the AEF Review Committee to review and consider for funding.

**What types of expenses qualify for hardship assistance?**

AEF hardship assistance will consider funding only for past/overdue expenses related to residing in your primary shelter, basic household utility expenses, and/or loss of income due to medical and/or employment reasons within the last six months.

**What expenses are not applicable for hardship assistance?**

Funds requested through AEF related to the payment of medical-related expenses, taxes, general loans, insurances, credit cards, cellular/TV services, animal care, car purchase/payments, and/or home/vehicle maintenance/repairs are not applicable for review or funding consideration.

**Is any additional documentation required for hardship assistance?**

Information such as copies of basic household utility bill(s)/invoice(s) pages (most current billing cycle), mortgage statement, landlord documentation (note or statement from landlord on status of rent payment and/or amount overdue), medical/employer documentation related to loss of income, and other related documentation is helpful to the AEF Review Committee to fully review and consider your application. All basic household utility bills, invoices, mortgage/rent statements and/or documentation should be in the name of the ALA member and/or their spouse. The committee is only able to evaluate the applicant's application based on the information provided.

**Where are the AEF applications located?**

The applications can be found on the ALA website at [www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF). The applications on the National Organization's website are the only applications accepted for

processing. Applications formerly available through ALA departments and units are no longer applicable.

**Does my ALA unit have to approve my AEF application prior to submission?**

No. In the past, this was the procedure, but it is no longer required. All eligible ALA members can complete the applicable AEF application from [www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF), provide the required documentation, and submit it directly to [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org).

**Is my personal information listed on the application kept confidential?**

Absolutely. That is the reason for changing the process for ALA applicants to apply directly to the National Organization for AEF assistance. The information provided remains confidential among only ALA National Headquarters staff required to process your application and the AEF Review Committee. In the event another individual needs to be involved in any manner related to your case/situation, you are informed in advance and must provide authorization for us to contact or share information regarding your application or situation.

**Can someone submit an AEF application on my behalf?**

Yes, if necessary. However, no individual or ALA entity may apply on behalf of another ALA member without their knowledge, consent, and/or approval.

**How do I submit my AEF application and required supportive documentation?** The completed AEF application and required supportive documentation in which funding is sought should be sent by email to [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org). When emailing multiple documents, please send each one as an individual attachment, such as a PDF, and include all pages of each document in the attachment. Application can also be mailed to American Legion Auxiliary National Headquarters, ATTN: AEF, 3450 Founders Road, Indianapolis, IN 46268.

**Once my AEF application is submitted to the National Organization, how will I receive updates on the status of my application?**

All correspondence regarding your AEF application will be via email. Be sure to check your spam and junk email folders and mark [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org) as a safe sender.

**How often does the committee review AEF applications for funding consideration?** The AEF Review Committee meets weekly to review submitted, complete applications containing all of the necessary documentation for funding consideration. All applications scheduled for review by the committee weekly must be received by Monday and include all of the necessary documentation for the committee to review later in the week. Applications received after Monday, incomplete applications, or should additional documentation be needed from the applicant, may experience delays due to requesting more information from the applicant.

Under normal circumstances, submitted and complete applications containing all of the necessary information and proper documentation can receive a decision from the committee in approximately 14 business days. Submitted AEF applications lacking information or documentation will extend this timeline.

**When the AEF Review Committee reviews my application, what type of funding decisions are made?**

The decisions of the AEF Review Committee may be the following: grant awarded, grant deferral, or grant denial. For a grant award, the applicant will be awarded a specific amount of

funding based on the applicable documentation provided by the applicant. For a grant deferral, the information provided with the application is insufficient and the AEF Review Committee needs additional information to make a final decision on the application. If a deferral is granted, the applicant will be contacted to provide more specific information within an allotted time limit for the committee to consider for funding at a future meeting. For a grant denial, the applicant's request was fully denied for any amount of funding and the reason will be outlined in the grant denial correspondence back to the applicant.

**If my AEF application is approved, how is my payment processed and when will I receive it?**

If your awarded funding is in your name, which often happens with AEF disaster applications, you have a choice to receive an electronic fund transfer (EFT) or request paper check issued. If EFT is preferred, you must include with your application a copy/image of a voided check from your bank where the funds are to be deposited. If a paper check is preferred, it is processed for payment by the ALA within 10 days and mailed via USPS. Please allow several days for the check to be delivered to your specified address by standard mail. If a voided check is not provided with your application, a paper check will be issued for your funding award.

If awarded funding for temporary assistance to pay for shelter and/or utilities, only a paper check will be issued and in the name of the company being paid. These paper check(s) will be processed for payment by the ALA within 10 business days and mailed via USPS to your home address specified on the AEF application. Upon the applicant receiving the check(s), the applicant is responsible for either dropping off or sending the payment to the designated payee to complete the payment to the company.

**If my application is denied for funding, am I able to apply for assistance again in the future?**

Funding denial by the AEF Review Committee of a completed and reviewed application does not prohibit the applicant from submitting a different application (disaster or hardship assistance) in the future as long as the applicant meets eligibility guidelines.

**Once a decision is rendered by the AEF Review Committee on my application, is there an appeal process of the decision for the applicant?**

No. All decisions by the AEF Review Committee are final.

**How do I find AEF resources?**

Website: [www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF). Mailing address: American Legion Auxiliary, ATTN: AEF Program, 3450 Founders Road, Indianapolis, IN 46268. Phone: (317) 569-4500. Fax: (317) 569-4502. Email: [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org).

**As an ALA member, if I have been a donor to the AEF program in the past, can I still apply for funding assistance from AEF?**

Yes. There is no rule that says you cannot receive funds if you previously contributed to the AEF.

**If I am a recipient of funding through the AEF program, what can I do as a recipient to help the ALA and other ALA members?**

As a recipient of AEF funding, sharing your story of how the AEF program assisted you during challenging times is vital to the program. Sharing your story creates awareness to ALA members on applying when they are in need of assistance and helps to secure donations to keep the AEF strong for ALA members in the future. If awarded funding, the grant award email sent will include a media release form to share your story. The form allows various options on how your

story will be shared and an opportunity on how your name may be listed or not listed pertaining to your story.

**How does the Internal Review Committee process two or more applications from the same household?**

One application per household affected by a disaster will be considered. However, if each ALA member can substantiate a separate, documented, or unduplicated claim because of the disaster, applications will be considered on a case-by-case basis.

**How can I help the AEF program?**

Learn more about the AEF program by visiting [www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF).

When disaster strikes or an ALA member is experiencing a personal crisis, please make them aware of the AEF program. Get creative and start a fundraiser initiated by your ALA entity involving American Legion Family members, the public, and your community with donations specifically benefiting the AEF program.

Ways to donate:

- Online: one-time donation or monthly donations — [www.ALAforVeterans.org/donate](http://www.ALAforVeterans.org/donate).
- Text to give: text: AEF to 1-844-940-3450 and click on the giving link to complete the donation form.
- Mail: American Legion Auxiliary National Headquarters, ATTN: Development Division, 3450 Founders Road, Indianapolis, IN 46268.



*A Community of Volunteers Serving Veterans, Military, and their Families*

## **Auxiliary Emergency Fund (AEF) Application Instructions for Hardship Assistance for American Legion Auxiliary (ALA) Members**

An AEF grant may 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, basic household utilities and/or for loss of income. Grants may be awarded up to \$3,000 with the intent to help members who have suffered a financial setback and offer a helping hand to assist in reestablishing financial stability. Funding will not be granted to pay for any expenses other than shelter, basic household utilities and/or loss of income. One AEF grant per grantee will be awarded in a 12-month period.

### **Basic criteria for qualification**

- The applicant must be a current ALA member. Junior members are not eligible to apply.
- Applicant must have maintained annual ALA membership for three consecutive years (the current year and immediate past two years)

### **Required application information**

The application must be accurately and completely filled out with all necessary documentation to prevent delays in processing. Please explain in detail your current situation/emergency. Include all current basic household utility statements, bills, eviction notices, disconnection notices, documentation on loss of income and any other expenses you wish to be considered for funding. If the application is not complete, it may be returned for amendment, further explanation or more documentation.

### **Checklist before sending in the application**

- ☐ Review the AEF frequently asked questions before starting the application.  
(<https://www.legionaux.org/AEF-FAQ>)
- ☐ Confirm you have held annual membership for three consecutive years (the current year and immediate past two years)
- ☐ Complete ALL sections of the application.
- ☐ Provide all pages of past due mortgage/rent expenses, basic household utility bills and/or documentation on loss of income from employer or medical professional.

### **Submit application**

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

### **Questions**

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

## Application for Hardship Assistance for ALA Members

E-mail application to: AEF@ALAforVeterans.org; fax to ALA National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

### Member Information

Member's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Do you own or rent your residents?

☐ Own ☐ Rent

Number of family members in the residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Member ID#: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Unit Address: \_\_\_\_\_

### Employment Information

What is your current employment status:

☐ FT ☐ PT ☐ Laid-Off ☐ Retired ☐ Unemployed ☐ Other

Place of employment: \_\_\_\_\_

If unemployed, last date of employment: \_\_\_\_\_

What is your spouse's current employment status:

☐ FT ☐ PT ☐ Laid-Off ☐ Retired ☐ Unemployed ☐ Other ☐ N/A

Place of employment: \_\_\_\_\_

If unemployed, last date of employment: \_\_\_\_\_

### Monthly Income

Monthly earnings of applicant: \$ \_\_\_\_\_

Monthly earnings of spouse (if applicable): \$ \_\_\_\_\_

Earnings of others in the household: \$ \_\_\_\_\_

Veteran's Pension/Compensation: \$ \_\_\_\_\_

Child Support: \$ \_\_\_\_\_

Social Security: \$ \_\_\_\_\_

Supplemental Security Income (SSI): \$ \_\_\_\_\_

Social Security Disability (SSD): \$ \_\_\_\_\_

Unemployment Compensation: \$ \_\_\_\_\_

Other Income: \$ \_\_\_\_\_

### Monthly Household Expenses

Mortgage/rent: \$ \_\_\_\_\_

Electricity: \$ \_\_\_\_\_

Heating: \$ \_\_\_\_\_

Water/Sewage: \$ \_\_\_\_\_

Food: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Please explain in detail your current situation/emergency:** (Refer to page 1 of the application for documentation requirements)

List of past due expenses for funding consideration:  
(Examples include mortgage/rent expenses; basic household utility bills; and/or loss of income – documentation must be provided.)

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

#### **Required Attachments**

Please provide all pages of past due mortgage/rent statements, basic household utility bills, eviction notices, disconnection notices, and documentation for loss of income from employer and/or medical professional.

**Payment Information**

If awarded, payment can be transmitted by electronic funds (EFT) directly to the member's bank account OR a check can be mailed. You must provide a complete mailing address below for delivery of a check. For EFT payment, you must provide the bank name, routing/ABA number, type of account and your account number. A voided check must be attached for payment by EFT.

Name listed on account: \_\_\_\_\_

Address listed on account: \_\_\_\_\_

Member's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For EFT Payment**

Name of Bank: \_\_\_\_\_

Type of Account: ☐ Checking ☐ Savings

Bank Routing #/ABA #: \_\_\_\_\_

Account Number: \_\_\_\_\_

**For Check Payment**

Address: \_\_\_\_\_

Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed grants, providing the requested information/documentation will be presented to the AEF Internal Review Committee for final review and funding consideration within a maximum of 60 days. After 30 days, if requested information is not provided by the applicant or no response from the applicant, the application will be closed with no decision by the AEF Internal Review Committee.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*A Community of Volunteers Serving Veterans, Military, and their Families*

## **Auxiliary Emergency Fund (AEF) Application Instructions for Disaster Assistance for American Legion Auxiliary (ALA) Members**

An AEF grant may provide emergency assistance to ALA members in areas devastated by a natural disaster. The applicant must have received damage to the primary residence and/or been displaced/evacuated from the residence and/or had out-of-pocket expenses for temporary emergency expenses as a result of the disaster. Grants may be awarded up to \$3,000. One AEF grant per grantee will be awarded in a 12-month period.

### **What is a natural disaster?**

A natural disaster is a major adverse event resulting from natural processes of the Earth that may produce great loss of human life or destruction of the natural environment. Any other disaster outside of this scope will need the consensus of the AEF Internal Review Committee to be considered. Examples of natural disasters include floods, hurricanes, tornadoes, volcanic eruptions, earthquakes, tsunamis, and other geologic processes.

### **Basic criteria for qualification**

- The applicant must be a current ALA member. Junior members are not eligible to apply.
- Applicant must have maintained annual ALA membership for three consecutive years (the current year and the immediate two years).
- Application must be received within 3 months of the disaster's occurrence.
- One AEF grant (disaster or hardship) will be awarded per grantee in a 12-month period.

### **Required application information**

The application must be accurately and completely filled out with all necessary documentation to prevent delays in processing. Please explain **in detail** the damage incurred to the primary residence including interior and exterior of primary structure only, household contents/appliances and damage to vehicles from the disaster. AEF will not fund damage to decks, ramps, porches, patios, lanais, gazebos, screened enclosures, docks, fencing, landscaping, or buildings not attached to the primary structure. Application must include photos of damage, full copies of receipts for emergency expenses/repairs, copy of driver's license, repair estimates, insurance claim and/or government (FEMA) documents. If the application is not complete, it may be returned for amendment, further explanation, or more documentation.

### **Checklist before sending in the application**

- ☐ Review the AEF frequently asked questions before starting the application.  
(<https://www.legion-aux.org/AEF-FAQ>)
- ☐ Confirm you have held annual membership for three consecutive years (the current year applying and immediate past two years).
- ☐ Complete **ALL** sections of the 4-page application.
- ☐ Provide photos of damage, full copies of receipts for itemized emergency expenses/repairs and applicable documentation, and driver's license.

### **Submit application**

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

### **Questions**

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

## Application for Disaster Assistance for ALA Members

E-mail application and documentation to: [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org); fax to National Headquarters at: (317) 569-4502; or mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

### Member Information

Member's Full Name: \_\_\_\_\_

Address at time of disaster: \_\_\_\_\_

Is this your primary residence? ☐ Yes ☐ No

Do you own or rent the affected residence? ☐ Rent ☐ Own

Number of family members in primary residence: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Member ID#: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Unit Address: \_\_\_\_\_

### Disaster Information

Type of disaster: ☐ Fire ☐ Flood ☐ Hurricane ☐ Earthquake ☐ Tornado ☐ Other

If other, please explain: \_\_\_\_\_

Date of disaster: \_\_\_\_\_

Are you still residing in the primary residence? ☐ Yes ☐ No

If no, please explain current living arrangements: \_\_\_\_\_

Reimbursement expected from other assistance: \_\_\_\_\_

FEMA: \$ \_\_\_\_\_

State/Local Disaster Assistance: \$ \_\_\_\_\_

Homeowners/Renters Insurance: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Please explain the damage incurred to only the interior/exterior of primary residence, household contents and/or personal belongings: (1250 maximum character limit allowed for explanation.)

List damage to primary structure only and household contents/personal belongings:  
(Examples include: structural damage to interior/exterior, furniture, appliances, and clothing.)

Item(s)	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Required Attachments:**

Please provide photos of damages, full copies of receipts with itemized emergency expenses/repairs, copies of repair estimates, copy of driver's license and documentation from FEMA, insurance claims and/or local law enforcement.

**Other Information:**

Was employment of member lost or suspended due to the disaster? ☐ Yes ☐ No

If yes, for how long: \_\_\_\_\_

Was employment of spouse lost or suspended due to the disaster? ☐ Yes ☐ No ☐ N/A

If yes, for how long: \_\_\_\_\_

Please provide documentation of loss of income from employer and/or medical professional.

**Payment Information**

If awarded, payment can be transmitted by electronic funds (EFT) directly to the member's bank account OR a check can be mailed. You must provide a complete mailing address below for delivery of a check. For EFT payment, you must provide the bank name, routing/ABA number, type of account, account number and a voided check must be provided with the AEF application.

**For EFT Payment: Note: A voided check must be included with application for payment by EFT.**

Name of Bank: \_\_\_\_\_

Type of Bank Account: ☐ Checking ☐ Savings

Bank Routing # / ABA#: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name Listed on Account: \_\_\_\_\_

Address Listed on Account: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Check Payment:**

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed grants, providing the requested/information/supportive documentation will be presented to the AEF Committee for final review and funding consideration within a maximum of 60 days. After 30 days, if the requested information is not provided by the applicant or no response from the applicant, the application will be closed with no decision by the AEF Committee.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **2024-2025 National AEF Program Awards Deadlines**

**All AEF awards are determined by reports generated by the National Headquarters on donations received from departments and units from June 1 – May 31.**

Here are the national awards for this committee:

**Unit Award:** Unit and Unit Members Contributing the Largest Annual Amount (per capita)  
Award based on donations received from June 1 – May 31.

**Department Award:** Department Contributing the Largest Annual Amount. This award includes donations made by the department, and units and members of that state. Award based on donations received from June 1 – May 31.

**Department Award:** Department Contributing the Largest Annual Amount (per capita). This award includes donations made by the department, and units and members of that state. Award based on donations received from June 1 – May 31.

**ALL AEF donations must be received by May 31 at the National Headquarters to be counted toward the annual AEF awards.**

Questions? Contact [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org).

**National Awards Form Link:** <https://www.legion-aux.org/National-Awards-Form>



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:

(727) 457-8172– Ask for Michele Degennaro  
or email: [aeef@alaforveterans.org](mailto:aeef@alaforveterans.org)

## AEF Reporting

Department chairs' annual reports reflect the cumulative summary of units' mission service in the department. Each department AEF Committee chair is required to submit via email a narrative report to the division AEF Committee chair, plus copy the national AEF Committee chair by May 15.

The annual report is separate from the submission for national award consideration and impact number reporting. However, department reports may be taken into consideration for national awards.

Photos (in a high-resolution format) that show unit mission AEF Committee activities accompany these reports.

*Note: Individual members and units should follow their department's guidelines and deadlines.*

### **Department Chairs' Annual Reporting Guidelines:**

Department chairs' reports share the positive impact of our mission! They help us tell the world who we are, what we do, and why we matter. Just three simple steps are needed to add your part to our national success story:

1. Department reports are limited to 1,000 words.
2. Provide details/examples about the activity. Be sure to include specific information such as unit name and number.
3. Submit your department chair report to your division and national chair with photos by email by May 15.
4. Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone. When emailing the photo, select "actual size" for attaching to the email.
  - When possible, include photos of actual events
  - The request for photos is important for our national chairs to highlight members serving our mission.

### **Department Chairs' Annual Reporting Guidelines:**

- Report how AEF grant information was shared at department, district, and unit meetings.
- Share how donations to the Auxiliary Emergency Fund were raised. Do members donate directly to ALA National Headquarters or through their unit or department to be counted toward the annual AEF awards?
- Share ways AEF donations were collected by your department.
- Share how your department promoted the AEF program through the use of events, flyers, newsletters, and in social media content.



## AEF IN ACTION

“I cannot tell you what a blessing it was to open the mailbox and find your letter. It’s going to be a very long time before I can work again, but at least I have a home to stay in. Thank you, thank you, thank you.” —

*Auxiliary Member, Vermont* “Thank you so much for the temporary assistance from AEF. Never in a million years did I imagine I would be in need of asking for assistance.



However, during a family vacation celebrating my brother’s safe return from Afghanistan, my house burned down. Everything was lost, or so I was told. When I went to thank the police department for their efforts, the chief brought out a box of ‘stuff’ they saved for us. In that box was the flag my brother flew over Iraq for us. It was a moment that reminded us that no matter what our situation may be, we are blessed to live in the land of the free and home of the brave. Once again, thank you.” —*Auxiliary Member, Colorado*

“Thank you for the grant. It sure did come in handy as a result of losing my house due to a tornado. This has been a traumatic experience.” —*Auxiliary Member, Illinois*

“Thank you so much for your assistance in my family’s time of need. Your help with our rent will enable us to start saving for replacing our furniture after the flood. I am so grateful for all of my Auxiliary sisters and the caring they have shown for my family.” —*Auxiliary Member, Alaska* “I can’t tell you how much it meant to me when I opened your envelope for the grant you awarded to me and my husband. ‘Thank you’ doesn’t seem like much to say, but THANK YOU.” —*Auxiliary Member, Illinois*

## RESOURCES

[www.ALAforVeterans.org](http://www.ALAforVeterans.org)

The ALA website has resource information for military servicemembers and their families, including organizations that provide community and social support, health and wellness services, career and education resources, and legal and financial aid.

[www.legion.org](http://www.legion.org) H (800) 504-4098

The American Legion’s Family Support Network connects

those in need with a Legion post that can provide assistance with grocery shopping, child care, mowing

the grass, fixing **in Crisis** the family car, and other routine household jobs

[www.operationhomefront.org](http://www.operationhomefront.org)

Operation Homefront provides emergency financial assistance for servicemembers, their families, and wounded warriors when they return home.

[www.211.org](http://www.211.org)

Website links people with resources for basic needs, physical and mental health services, jobs, etc.

[www.fema.gov](http://www.fema.gov)

FEMA website provides information for preparing, preventing, and responding to disasters.

[www.salvationarmyusa.org/usn/rent-mortgage-andutility-assistance](http://www.salvationarmyusa.org/usn/rent-mortgage-andutility-assistance)

The Salvation Army provides local programs and services for emergency services, including food, clothing, shelter, and a safe space. [www.redcross.org](http://www.redcross.org)

The American Red Cross offers relief focused on meeting immediate, disaster-related needs such as food, shelter, health, and mental health services.

[www.fns.usda.gov/snap](http://www.fns.usda.gov/snap)

SNAP provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move toward self-sufficiency.

[www.acf.hhs.gov/ocs/programs/liheap](http://www.acf.hhs.gov/ocs/programs/liheap) Find links to each state’s Low-Income Home Energy Assistance Program (LIHEAP).

**AMERICAN  
LEGION  
AUXILIARY**

American Legion Auxiliary  
National Headquarters

3450 Founders Road, Indianapolis, IN 46268

P: (317) 569-4500 [www.ALAforVeterans.org](http://www.ALAforVeterans.org) | F: (317) 569-4502

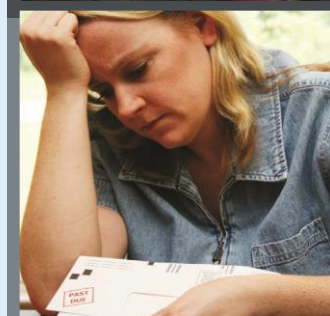
[www.ALAFoundation.org](http://www.ALAFoundation.org)

Serving Veterans, Military,

**AMERICAN  
LEGION  
AUXILIARY**

**Emergency Fund**

Members Helping Members



A Community of Volunteers

## and their Families

Produced in the USA

# AUXILIARY EMERGENCY FUND

## ASSISTANCE INFORMATION

The Auxiliary Emergency Fund (AEF) is a national Emergency assistance grants may be awarded by grant assistance program that provides temporary the AEF Grant Committee on a case-by-case basis emergency help to eligible members of the up to a maximum of \$3,000. Grant funds may be American Legion used only for overdue or past-due shelter expenses, Auxiliary who have essential household utilities, and loss of income suffered a significant for financial hardship or damage to a member's financial setback as primary residence caused by a natural disaster or the result of an act weather emergency. The AEF will not be awarded of nature or other for medical expenses, personal crisis, or debts including



The AEF was established in 1969 with a bequest from the estate of Auxiliary member Helen Colby Small of Burlington, Wisconsin. It continues today solely through generous donations from American Legion Family members. credit cards. To ensure the integrity of the program, the national AEF Grant Committee directs payments to a provider such as a mortgage company and/or utility

## WHO IS ELIGIBLE?

Members of the American Legion Auxiliary whose annual dues are current and who have maintained membership for three consecutive years (the current year for AEF assistance and immediate past two years) are eligible to apply in the wake of a financial crisis or natural disaster. Only one AEF grant (hardship or disaster) per grantee will be awarded in a 12-month period. Hardship assistance may be considered when: H A financial crisis hits, leaving a member without resources to pay for past-due expenses for shelter or essential utility expenses, or the member has experienced a loss of income, and no other sources of aid are readily available.

H A natural disaster or weather emergency leaves a member with damage to their primary residence, loss of household contents, or the member was displaced from their residence and experiences out-of-pocket essential emergency expenses as a result of the disaster.

## APPLICATION PROCESS

Members can access the AEF hardship and disaster assistance grant applications and frequently asked questions on the program by visiting [www.ALAforVeterans.org/AEF](http://www.ALAforVeterans.org/AEF). Fully complete the AEF assistance application, include the required documentation, and submit the information directly to ALA National Headquarters by email at [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org), fax at (317) 569-4502, or mail to 3450 Founders Road, Indianapolis, IN 46268.

The national AEF Grant Committee, which consists of representatives from the headquarters of the American Legion Auxiliary and The American Legion, reviews each application and awards AEF assistance according to the program guidelines and case findings. The AEF maintains the confidentiality of all applicants. AEF applications, supporting documents, and case files are not disclosed or released to anyone outside of the AEF Grant Committee.

# YOU CAN HELP

**BE KNOWLEDGEABLE** – Familiarize yourself and your unit members with the Auxiliary Emergency Fund. Knowing about this program will make the process easier should you need to help a member apply. **BE AWARE**

– Learn the application process and fund restrictions, and help members in need contact other nonprofit agencies that might be able to assist them.

**BE GENEROUS** –

**When you donate to the Auxiliary**

**Emergency Fund, you're giving a fellow Auxiliary member not just help, but hope.**

**Please give online at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) or mail a check or money order, payable to American Legion Auxiliary National Headquarters, with "AEF" in the memo line. Mail to:**

**American Legion Auxiliary**



**National Headquarters**  
**ATTN: Development Division**  
**3450 Founders Road**  
**Indianapolis, IN 46268**