

**Department of Michigan
Auxiliary Emergency Fund (AEF)
2026-2027 Program Guide**

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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 another personal crisis. Since the Auxiliary Emergency Fund was established, more than \$6 million has been awarded to more than 6,500 members.

About the Auxiliary Emergency Fund

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.

Chair Responsibilities & Whom to Ask Questions to

The District AEF Chair helps carry the AEF message to Units within the District. The Chair encourages participation in AEF fundraising and awareness activities; shares updated National information and serves as a resource to Unit Chair who has questions about promoting AEF or directing members to the appropriate National resources.

The Unit AEF Chair is the first point of awareness for members at the local level. The Chair should educate members about AEF, promote fundraising and donations, and make members aware of the assistance available through National when a qualifying financial hardship or disaster occurs. The Unit Chair should provide information and encouragement while protecting the members' privacy and directing applicants to the National AEF application process.

Who do you contact with questions?

Members, please contact your Unit Chair
Unit Chairman please contact your District Chair
District Chairman please contact the Department Chair

GRANT TYPES AND ELIGIBILITY

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 because of the disaster. Grants may be awarded up to \$3,000.

Basic Criteria for Disaster Qualification

Applicants must have maintained current & continuous ALA membership annually, by 12/31 for the membership year, for **three consecutive years (current and immediate past two years)** according to the ALA National membership database at the time of applying and when the committee renders a decision. Junior members are not eligible to apply. Disaster application must be received within three months of disaster's initial occurrence. Applicant must be able to provide documentation such as photos (maximum 20) of damage to the primary residence (exterior/interior/contents), itemized receipt(s) for essential emergency expenses within 3 weeks of the disaster's occurrence (maximum 10), primary residence damage repair estimates, FEMA/insurance documents, current driver's license, and other information as requested. Only one AEF grant (disaster or hardship) per grantee will be awarded in a 12-month period.

Hardship Assistance

An Auxiliary Emergency Fund grant may provide temporary assistance to eligible ALA 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.

Basic Criteria for Hardship Qualification

Applicants must have maintained current & continuous ALA membership annually, by 12/31 for the membership year, for **three consecutive years (current and immediate past two years)** according to the ALA National membership database at the time of applying and when the committee renders a decision. Applicant must provide copies of past due statements with payment coupon for shelter (mortgage statement or landlord letter/lease agreement), essential household utilities (electric, gas, and water/sewer), documentation for a recent loss of employment income, and other information as requested. Only one AEF grant (hardship or disaster) per grantee will be awarded in a 12-month period.

FUNDRAISING AND DONATIONS

There are many simple and creative ways Units and Districts can raise funds and awareness for the Auxiliary Emergency Fund. Consider placing a clearly marked AEF Donation Jar at meetings, dinners, breakfasts, and other events to make giving easy and accessible. A 50/50 Raffle or Penny War can create friendly competition while raising money for AEF, and a Bake Sale or Cookie Sale provides another fun opportunity to support the fund. Units can also use social media to share information about AEF and direct members and community supporters to National's online giving resources. Every contribution, large or small, helps provide hope and assistance to an eligible Auxiliary member facing a financial crisis or disaster.

You could also participate at meetings or events with the "Members Helping Members with the M & M Game." For a \$1 donation, you will get a "snack" size package of M&M's. Open your package and before you enjoy them. Separate them by color, then calculate your additional donation to AEF based on the following pay schedule: RED - \$1 each, GREEN - .25 each, BROWN - Free, BLUE - .50 each, YELLOW - .10 each and ORANGE - .05 each.

WAYS TO DONATE

Online: one-time donation or monthly donations —www.legion-aux.org/aeef

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.

ANNUAL REPORTING

Unit Reports are due to District by April 30, 2027

District Reports are due to Department by May 15, 2027

2025-2026 NATIONAL AEF PROGRAM AWARDS DEADLINES

All AEF awards are determined by reports generated by National Headquarters on donations received from Departments, Units, and ALA members from June 1 – May 31.

Unit Award: Unit and Unit Members who contributed the largest total annual amount (per capita) based on donations received from June 1 – May 31.

Department Award: Department contributing the largest total 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 total 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.

For the annual AEF awards, an individual ALA member's donation counts towards their Unit's total donation and the Unit's total donations also counts towards the Department's total donation. ALL AEF donations must be received by May 31, 2027, at National Headquarters to be counted toward the annual AEF awards.

FINE PRINT

Award submissions become property of the ALA National Headquarters. Through submission of reports and award entries, the submitter grants nonexclusive reproduction and publication rights to the materials submitted and agrees to have their names and submission published for ALA use or commercial use without additional compensation or permission. Please fill out the information as completely and accurately as possible. Award certificates will be completed using the information given on this sheet, so please be sure to complete the electronic form in its entirety.

Please refer to the web page for specific criteria such as photographs, narrative length, submission deadline, and point of contact. All awards will be mailed to the Department Headquarters office after ALA National Convention. Department presidents may wish to recognize award recipients by presenting them with the award at a Department function.

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

FREQUENTLY ASKED QUESTIONS

Where can the most up-to-date AEF eligibility criteria, guidelines, frequently asked questions and applications be found? www.ALAforVeterans.org/AEF

WHAT EXPENSES ARE NOT APPLICABLE FOR DISASTER ASSISTANCE:

AEF disaster assistance funds will not be awarded 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/or individual personal electronics. Any expense that occurred before the disaster's occurrence 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 damage/losses/expenses in which you wish to be evaluated is vital. Information such as photos (Maximum 20 - cause/effect, loss, external/internal/content damage), itemized receipt(s) (Maximum 10), 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. All information, documents and/or photographs submitted will become part of our records and will not be returned to the applicant. When applying by mail, please submit only copies (not the originals) of documents and photographs for your funding request, as they will not be returned to the applicant.

What are the qualifications to apply for hardship assistance?

Applicants must have maintained current and continuous ALA membership annually, by 12/31 for the membership year, for three consecutive years (current and immediate past two years) according to the ALA National membership database at the time of applying and when the committee renders a decision. Applicants must provide qualifying, eligible documentation for the AEF Review Committee to review and consider for funding. One grant (hardship or disaster) per grantee in a 12-month period will be awarded. ALA junior members are not eligible to apply.

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 (mortgage/rent), basic household utility expenses (electric, gas, and water/sewer), and/or a loss of employment 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/dental-related expenses, family business expenses, funeral expenses, legal expenses, taxes, personal loans, insurance, credit cards, vehicle payments, cellular/internet/TV services, home/vehicle maintenance/repairs, future expenses and/or general assistance funding are ineligible expenses and requests for review and funding consideration by the AEF Hardship Assistance Program.

Is any additional documentation required for hardship assistance?

Information such as all pages of essential household utility statement(s)/invoice(s) from the most current billing cycle, mortgage statement, landlord documentation (signed & dated letter or statement from landlord on status of rent payment and/or amount overdue), lease agreement, medical/employer documentation related to loss of employment income, and other related documentation is helpful to the AEF Review Committee to fully review and consider your application. All basic household utility statements, 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. All information and documents submitted will become part of our records and will not be returned to the applicant. When submitting an application by mail, please submit only copies (not the originals) of the mortgage statement, essential utility statement(s) and/or any additional documentation for your funding request, as they will not be returned to the applicant.

What format and how should supportive documentation be submitted with my AEF application?

The AEF application and all required AEF documents must be sent in PDF format and attached individually to the email. Photo(s)/video(s) of disaster damage must be attached to the email individually as an image, PDF, MP4 or WMV formats only. The ALA will not accept documents/photos/videos sent via email in the following ways: CamScanner, Google Drive, Microsoft Shared Drive, iCloud, Dropbox, photo(s) or display screenshots. NOTE: To expedite your application most efficiently to the AEF Review Committee, please submit all requested information via email at one time. If the email file is too large to send all the information at one time, please send any additional emails necessary one after the other. Submit all information individually in PDF format to the following email: aef@legion-aux.org.

Where are the AEF applications located?

The applications can be found on the ALA website at 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, provide the required documentation, and submit it directly to 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 and with written consent from the applicant. 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 (preferred method). 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 sent by fax: (317) 569-4502 or 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 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 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.

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 AEF 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 with the AEF program?

Learn more about the AEF program by visiting 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 — <https://www.legion-aux.org/aef>

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.

Resources

APPLICATIONS: www.ALAforVeterans.org/AEF SUBMISSION OF APPLICATION:
AEF@ALAforVeterans.org

DONATIONS: https://members.legion-aux.org/ALAMembers/ALAMembers/Fundraising/Give-Now-ALA.aspx?ItemId=ALA_AEF

Auxiliary Emergency Fund (AEF) Application Instructions for Disaster Assistance for Eligible 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 their primary residence, had disaster-related expenses for essential emergency expenses or temporary shelter immediately following the disaster and/or a recent loss of employment income 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, such as a structure fire, will need the consensus of the AEF Review Committee to be considered for funding. Examples of natural disasters include floods, hurricanes, tornadoes, wildfires, volcanic eruptions, earthquakes, tsunamis, and other geologic processes.

Basic Criteria for Qualification:

- Applicants must have maintained current & continuous ALA membership for at least 36 consecutive months since their initial join or rejoin date at the time of applying and when a case decision is rendered.
- Application must be received within 3 months of the
- disaster's initial occurrence. ALA junior members are not eligible to apply.
- One AEF grant (disaster or hardship) per grantee will be awarded in a 12-month period.

Required Application Information:

The application must be accurately and completely filled out with all the necessary documentation to prevent delays in processing. Please explain in brief detail the damage incurred to only the interior/exterior of primary residence, household contents/appliances, personal belongings and the essential emergency expenses incurred. AEF will not fund damage to decks, ramps, porches, patios, lanais, gazebos, screened enclosures, docks, fencing, landscaping and/ or property accessory buildings. Include photos (max. 20) of damage, paid full copies of essential emergency expenses/invoices (max. 10) within 3 weeks of the disaster of receipt for emergency expenses/repairs, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and documentation on a recent loss of employment income due to the disaster from an employer.

Review This Checklist Before Submitting the Application:

- ☐ Review the AEF frequently asked questions before starting the application. (<https://www.legion-aux.org/AEF-FAQ>)
- ☐ Confirm you have met the ALA member eligibility criteria above to apply for AEF assistance (current member for 36 consecutive months at time of applying and when a decision is rendered).
- ☐ Complete **ALL** sections of the application, sign & date. All information must fit on this application.
- ☐ Provide structure damage photos (20 max), recent (3-weeks) paid receipts/invoices (10 max) for essential emergency expenses/temporary shelter, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and employer loss of employment income. Application and documents must be received in PDF format and attached individually by email to: aef@legion-aux.org. **Documents will not be accepted that are sent via CamScanner, Google Drive, Microsoft Shared Drive,**

Dropbox, photo(s) or by screenshots.

Ways to Submit Application & Required Supportive Documentation:

The application and required supportive documentation gathered may be submitted by:

- A. Email: AEF@ALAforVeterans.org (Preferred Method).
- B. Fax to: ALA National Headquarters: (317) 569-4502
- C. Mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

NOTE: Correspondence on your AEF application will be via email, please frequently monitor your email, spam and junk email folders for requests, updates and/or additional information from the AEF program on your application submitted through decision process.

Questions:

If you have questions, please email: AEF@ALAforVeterans.org or call: (317) 569-4500 and request to speak with the AEF program.

Application for Disaster Assistance for Eligible ALA Members

Email application and required documentation to: 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: \$ _____

ALA Unit/Dept. or Other: \$__

Please Explain in Brief Detail the Damage Incurred to Only the Interior/Exterior of Your Primary Residence, Household Contents/Appliances, Personal Belongings and/or Loss of Employment Income. (Information must fit in this text box & see page 1 for required

documentation. Text box is limited to 1250 maximum characters & no additional narrative pages will be accepted).

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

<i>Item(s)</i>	<i>Amount</i>

Required Attachments

Provide structure damage photos (20 max), recent (3-weeks max) paid receipts/invoices (10 max) for essential emergency expenses/temporary shelter, insurance claim/repair estimates, FEMA documents, fire dept. report, driver's license and employer loss of employment income. Application and documents must be received in PDF format and attached individually by email to: aef@legion-aux.org.

Disaster-Related Employment 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: _____

**** For loss of employment income, provide documentation from employer. Employment Pay stubs will not be accepted.***

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.

For EFT Payment: Note: A voided check must be included with the 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: _____

I hereby declare that all information provided is true, accurate, and complete to the best of my knowledge. Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed applications with the required documentation will be presented to the AEF Review 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 Review Committee. Application must be signed and dated.

Member's Signature: _____

Date: _____

Auxiliary Emergency Fund (AEF) Application Instructions for Hardship Assistance for Eligible 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 past due shelter expense (mortgage/rent), essential household utilities and/or for a recent loss of employment income. Grants may be awarded up to \$3,000 with the intent to help with 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 past due shelter (mortgage/rent), essential household utilities and/or a recent loss of employment income.

Basic Criteria for Qualification:

- Applicant must have maintained current & continuous ALA membership for at least 36 consecutive months since their initial join or rejoin date at the time of applying as well as when a decision is rendered.
- ALA junior members are not eligible to apply.
- One AEF grant (hardship or disaster) per grantee will be awarded 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 **brief detail** your current situation/emergency. Include all current mortgage or essential household utility statements, landlord letter, eviction/disconnection notices, & documentation on a recent loss of income from an employer or medical professional. If the application is not complete, signed & dated, it may be returned for amendment, further explanation and/or more documentation.

Review This Checklist Before Submitting the Application:

- ☐ Review the AEF frequently asked questions before starting the application. (<https://www.legion-aux.org/AEF-FAQ>)
- ☐ Confirm you have met the ALA member eligibility criteria above to apply for AEF assistance (current member for 36 consecutive months at time of applying and when the decision is rendered).
- ☐ Complete ALL sections of the application, sign & date. All information must fit on this application.
- ☐ Provide all pages of current mortgage and/or essential household utility statements (electric, gas and/ or water/sewer and/or trash service), signed & dated landlord past due rent letter & , statement and lease agreement, documentation on a recent loss of employment income from your employer or a medical professional and copy of driver's license. Application and documents must be received in PDF format and attached individually by email to: aef@legion-aux.org.

Documents will not be accepted that are sent via CamScanner, Google Drive, Microsoft Shared Drive, Drophbox, photo(s) or by screenshots.

Ways to Submit Application & Required Supportive Documentation:

The application and required supportive documentation gathered may be submitted by:

- A. Email: AEF@ALAforVeterans.org (Preferred Method).
 - B. Fax to ALA National Headquarters: (317) 569-4502
 - C. Mail to: ALA National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268
- NOTE:*** Correspondence on your AEF application will be via email, please frequently monitor your email, spam and junk email folders for requests, updates and/or additional information from the AEF program on your application submitted through the decision process.

Questions:

If you have questions, please email: AEF@ALAforVeterans.org or call (317) 569-4500 and request to speak with the AEF program.

Application for Hardship Assistance for ALA Members

Email application and required documentation 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 residence?

☐ 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 net earnings of applicant: \$ _____

Monthly net earnings of spouse (if applicable): \$ _____

Net 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 and/or Trash: \$ _____

Food: \$ _____

Other: \$ _____

Please Explain in Brief Detail Your Current Situation/Emergency:

(Information must fit in this text box & see page 1 for required documentation. Text box is limited to 1250

characters & no additional narrative pages will be accepted.)

List in Priority of Importance the Requested Past Due Expenses for Funding Consideration: (Examples include: mortgage/rent expenses; essential household utility bills; and/or a recent loss of employment income. Supportive documentation must be provided with the submitted application).

Items(s):	Amount:

Required Supportive Documents:

Provide all pages of current mortgage and/or essential household utility statements (electric, gas and/or water/sewer and/or trash service), signed & dated landlord past due rent letter & lease agreement, documentation on a recent loss of employment income from your employer or a medical professional and copy of driver's license.

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.

Name listed on account:

Address listed on account:

Member's signature:

Date:

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

Name of Bank:

Type of Account: ☐ Checking ☐ Savings

Bank Routing #/ABA #:

Account Number:

For Check(s) Payment: Note: Paper check(s) must be issued for payment of mortgage/rent and/or utilities.

Address:

I hereby declare that all information provided is true, accurate, and complete to the best of my knowledge. Once officially submitted to the ALA National Headquarters for review and funding consideration, all fully completed applications with the required documentation will be presented to the AEF 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 with no response from the applicant, the application will be closed with no decision by the AEF Review Committee. Application must be signed & dated.

Member's Signature:

 Date:
