



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

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

### **BASIC CRITERIA FOR QUALIFICATION**

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

### **REQUIRED APPLICATION INFORMATION**

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

### **CHECKLIST BEFORE SENDING IN THE APPLICATION**

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

### **SUBMIT APPLICATION**

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

### **QUESTIONS**

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



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

E-mail application to [AEF@ALAforVeterans.org](mailto:AEF@ALAforVeterans.org); Fax to National Headquarters at (317) 569-4502;  
or Mail to American Legion Auxiliary National Headquarters, Attn: AEF, 3450 Founders Rd., Indianapolis, IN 46268

**MEMBER INFORMATION**

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

Member's Unit # & Location: \_\_\_\_\_ Member's Dept: \_\_\_\_\_

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

Member's Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

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

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

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

**PAYMENT INFORMATION**

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

Member's Name as listed on Account: \_\_\_\_\_

Member's Address as listed on Account: \_\_\_\_\_

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

**FOR EFT PAYMENT:**

Name of Member's Bank: \_\_\_\_\_ Type of Account:  Checking  Savings

Bank Routing#/ABA # \_\_\_\_\_ Member's Bank Account # \_\_\_\_\_

**FOR CHECK PAYMENT:**

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

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

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

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

## NOTICE

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

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