



AUXILIARY EMERGENCY FUND (AEF) ROLES AND RESPONSIBILITIES

What the Unit Does

1. Applicant uses the most current application (available online at www.legion-aux.org).
2. AEF chairman or appointee (aware of local, state and federal levels of assistance) speaks with applicant to:
 - a. See what other assistance has been sought, and verifies the applicant is eligible for to receive AEF funds. Examples of covered items:
 - i. Food and shelter costs due to a financial crisis or weather-related emergencies, including natural disasters.
 - ii. Educational training when the necessary skills for employment or upgrading competitive workforce skills are needed.
 - b. Share other possible avenues of assistance.
 - c. Ensure the applicant understands that it will likely take 4-5 weeks to receive a check if their application is approved and there are no delays.
3. AEF chairman or appointee ensures that all members involved in the application process maintain complete confidentiality concerning the financial circumstances of the applicant.
4. AEF chairman or appointee completes the Unit Report section of the application (pg. 6). Please remember to include:
 - a. Reason assistance is needed.
 - b. Steps taken by applicant to obtain other assistance (use information collected from step 2).
 - c. Any significant assistance the applicant is receiving that she has not listed anywhere else.
 - d. Applicant's role and involvement in the unit.
 - e. How the unit plans to both financially and non-financially assist the member.
 - f. The unit's recommendations for the national AEF Grant Committee to consider.
5. It is strongly encouraged that the applicant and unit take no longer than 2 weeks to complete and submit the AEF application due to the nature of the situation. Remember, no meeting is necessary to submit the application to department headquarters.
6. Review the application, making sure that the expenses and income sections are completed with monetary figures in every blank and that copies of bills, repair estimates, pictures and/or specifically relevant newspaper articles are included as appropriate.
7. Make sure the unit president, secretary and AEF chairman have signed the application. Submit the application to the department secretary.
 - a. The application must be forwarded to the department secretary regardless if the unit recommends the applicant for assistance or not.

What the Department Headquarters Does

1. Department secretary verifies that the necessary items are provided on the application (i.e. figures for income and expenses, copies of invoices, repair estimates, signatures, etc.)



AMERICAN LEGION AUXILIARY SUPPORT TOOLS

A collection of resources from National Headquarters to assist and guide members and volunteers in serving veterans, servicemembers and their families.

SERVICES/BENEFITS

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2. Department secretary verifies that the applicant has paid dues for the two previous years and the current year.
3. Within one week of receiving the application, forward it to American Legion Auxiliary National Headquarters, Attn: AEF, 8945 N. Meridian St., Indianapolis, IN 46260.

What the National Headquarters Does

1. Notify the department secretary when information is missing.
 - a. If there is no response within one week, send a letter to department secretary, unit president and applicant/member.
2. Verify that a financial emergency exists by evaluating the AEF applicant's financial information and a comparison with related estimates when the emergency is due to a natural disaster.
3. Review the application history of the member.
4. Hold an AEF Case Review meeting weekly with AEF Grant committee members, unless no applications are received or there are prohibitive circumstances. Cases will be reviewed when all information is received. A meeting can be conducted via e-mail or telephone, if necessary.
5. Regardless of the decision, send a final report to the department secretary, unit president and applicant.
6. Direct applicants to other assistance, if applicable.