

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON**

**DEPARTMENT PRESIDENT'S PROJECT FUNDS
Policy and Procedure**

Reviewed by: Department Finance Committee Reviewed On: January 16, 2021

Approving Body: Department Executive Committee Date Approved: January 16, 2021 **Next Review Date: 1/16/2023**

Policy:

Each Department President has the option to select a special project to promote and request donations from the membership during her administrative year. She also has the option not to designate a special project. The special project selected must be supportive of the organization's mission and strategic plan, and the current development plan priorities.

Procedure:

During the year as Department Vice President, as development of goals and objectives for the administrative year, they will meet with the Finance Committee to discuss special project ideas.

The Department President's special project will be presented as part of the annual development plan, developed by the Finance Committee when planning for the upcoming budget year. Information provided would include a clear description of the specific project, fundraising goal, marketing plans, and fund presentation event. The plan must clearly state how funds raised above the established goal will be handled and designated.

Special accounting of the Department President's project will be determined based upon each project. Donations to the project must be received in the department headquarters no later than June 30.

If the donations to the Department President's Project do not meet the target goal, no funds will be taken from the general fund to make up the difference unless the Finance Committee recommends to the DEC an amount and the DEC adopts the recommendation.