

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON**

**VETERANS AFFAIRS & REHABILITATION
DISBURSEMENT OF FUNDS**

Policy Statement

It is the policy of the American Legion Auxiliary (ALA), Department of Oregon a public benefit 501 (c) (19) not-for-profit Veterans Service Organization Auxiliary, Wilsonville, Oregon, to ensure donor designated funds for service to veterans, get dispersed to support veteran programs throughout the state.

Policy

1. A form for request of funds must be submitted to Department Headquarters with the required signature. This form may be obtained from Department Headquarters.
2. The Finance Committee must approve the requested funds.
3. Receipts for monies dispersed must be returned to Department Headquarters before additional money is dispersed.
4. Maximum disbursement is \$1,000.00. Exceptions will be considered by the Finance Committee when the request and explanation is submitted.
5. In the event monies are dispersed and all receipts are not submitted the individual whose signature appears on the original form will be responsible for the balance of funds.

Background

Traditionally, Units have sent donations to the department headquarters “earmarked” (designated) for specific items within the Veterans Affairs and Rehabilitation program. These funds become temporarily restricted until used for the designated purpose.

The Department of Oregon’s mission is to assist veterans throughout the entire state. Often programs and facilities’ needs change based on the population of veterans using those programs. Often the need to move funds from one program to another occurs. For funds that are earmarked they cannot be moved because the donor has “restricted” it to a specific facility or program. So one program may have a surplus and another without enough.

Units are encouraged to donate funds to the Veterans Affairs and Rehabilitation Program, without designating a specific item.