



# AMERICAN LEGION AUXILIARY

## Department of California

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### Application for Special Fund Raising Project

All fund raising proposed by officers or program chairmen for the current administrative year must be approved by the Department President and Finance Committee. The Department Secretary/Treasurer will be notified, in writing, of said approval. The Secretary/Treasurer will communicate with the officer/program chairman to establish the approved fund raiser, providing all necessary information and paperwork required to administer the fund raiser.

Office / Chairmanship \_\_\_\_\_

Title for Project \_\_\_\_\_

Date(s) of Project \_\_\_\_\_

Type of Targeted Fund \_\_\_\_\_ Department \_\_\_\_\_ National \_\_\_\_\_ Other

Name of Targeted Fund \_\_\_\_\_

Reason for special project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you plan to carry out this project? Include plans for how information will be presented to membership, how much is suggested donation, when/where project will take place, will there be any expenses, etc.

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**Note: No raffles allowed due to complexity of State of California requirements.**

**Mail this form to the current Department President  
and a copy to the current Finance Chairman**

**Department President Approval:** The Department President will review this application, contact the Finance Chairman to discuss its merits, and make the final approval. She will forward a copy of this application with her signature and date of approval to the chairman submitting the application, the Finance Chairman, and the Department Secretary/Treasurer. The Department Secretary/Treasurer will forward all financial accounting materials to the chairman.

Finance Committee:

Chairman \_\_\_\_\_ Email Approval

Senior Member \_\_\_\_\_ Email Approval

or Member \_\_\_\_\_ Email Approval

Department President Signature \_\_\_\_\_

Date of approval \_\_\_\_\_