

Remit this transmittal form with your checks to ensure proper accounting

# American Legion Auxiliary

ALA, Department of California  
401 Van Ness Avenue Suite 319  
San Francisco, CA 94102  
415-861-5092



**Include all Unit/District  
Numbers on all checks**

## Department Order Form

**There is a minimum of \$5.00 charged for all orders** to defray printing, packaging, and postage.  
Postage exceeding \$5.00 will be billed to the Unit/Member.

Item	#	Item	#
Applications (50 maximum)		AEF Brochures (10 maximum)	
Advocacy Guide (Dept orders from Natl)		Poppy Story (50 maximum -Quantities may belimited)	
At A Glance New Membership Brochure (25 maximum)		Foundation Brochure (25 maximum)	
Youth Programs Brochure			

Item	Description	#	Price	Total
Certificates	Girls State (Distinction as Candidate) (New Design/2004)		.25	
	Junior Certificates (on Department Website also) Circle Choice Tiny Tot (Under Six) ★ Junior to Senior		.25	
Citations	<b>Honor</b> (Department-White) Circle Choice General ★ Poppy Poster ★ Americanism Essay ★ 100% Annual Reports		.35	
	<b>Merit</b> (District-Blue) Circle Choice General ★ Poppy Poster ★ Americanism Essay		.35	
	<b>Recognition</b> (General-Natural) Circle Choice General ★ Poppy Poster ★ Americanism Essay ★ Junior Member		.35	
Constitution & Bylaws (Available on website)	Department (Current Revision) printing cost		5.00	
	District Bylaws Model ★ Unit Bylaws Model (Set of 5) printing cost		5.00	
Books Manuals	Your American Legion Family (contains all Legion Family membership app)	Max 25	N/C	
	Complete Department Codes printing cost		10.00	
Dues Are Due Statement (blue card)			.20	

<b><u>Unit will be called prior to shipping if order costs more than the \$5.00 to ship</u></b>	<b>Sub-total</b>	
	<b>Minimum Postage &amp; Handling</b>	5.00
	<b>TOTAL</b>	

Send Order to: Name: _____ Address: _____ City: _____ Zip+4 _____	Phone: _____ Unit # _____ District # _____	<b>For Office Use Only</b> Check # _____ Amount _____ Date Order Mailed _____
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