

Auxiliary Emergency Fund Frequently Asked Questions

What is the AEF and how did it get started? How is it funded?

The Auxiliary Emergency Fund (AEF), established in 1969, was made possible by a generous legacy gift from Helen Colby Small of Burlington, WI. Funding for this grant comes from generous contributions from Units and members, and can be awarded to members who have exhausted all other personal and community resources due to financial hardship, natural disaster or the need for competitive job skill education.

Can you explain the requirement based on years?

In short, if your 2010 membership card says three continuous years of membership or more, you are eligible to apply! It is important to note that if the Department has its own AEF fund, the requirements may vary.

How do I know I have the current application?

To ensure that you have the right application, please download the application from our website at: <http://legion-aux.org/Forms/index.aspx>. There will be a link that reads: AEF Application for Assistance.

What information should I never include on my application?

Do NOT include information like your Social Security Number due to liability reasons.

What paperwork is required to be submitted?

Please see "Before you begin filling out the Auxiliary Emergency Fund Application" located at legion-aux.org.

What if I live in a different state than my membership?

Contact Jeri Mutchler, AEF Program Case Manager, at (317) 569-4544 for further assistance.

Why do I need my Unit's recommendation?

The Unit is asked to provide a recommendation letter and sign off on the application since they know the applicant best. Also, this is a requirement of the AEF rules, per the Unit Handbook.

What if I, the applicant, am related to my Unit's President and Secretary?

Should the applicant be related to both the President and Secretary, we ask that the highest-ranking officer, not related, sign the application. Please be sure to indicate this, as this is the **only** instance in which this can be done.

Why do I need to send my application to my Department first?

Once the application is signed by the Unit, it is forwarded to the Department before arriving at National Headquarters so that the Department Secretary can verify your continuous years and current membership. Also, the applicant's current dues may not have been processed and submitted to National Headquarters yet.

How quickly will the application be processed?

Under normal circumstances, review and data verification *alone* take one month, unless expedited at the Unit and Department levels. Delays due to an incomplete application or missing signatures extend this timeline. Each of the steps must be done in a timely manner to complete the process, so please plan accordingly.

Could I have been a donor in the past and still apply for the AEF?

Yes. There is no rule that says you cannot receive funds, once you have contributed to the AEF.