



American Legion Auxiliary Department of Texas
Christmas Assessment Request Form

INFORMATION **ALA Department of Texas P.O. Box 1629 – Little Elm, TX 75068-1629**

1. Please include your expenditures of Christmas Assessment Funds in your monthly report and receipts. Should the VAMC not allow the patient to receive actual cash, then a canteen book may be purchased. If the VAMC in any facility do not allow canteen books, a gift card or gift of equal or lesser value may be purchased in lieu of cash or a canteen book, this may be done with the approval of the VA&R Chair and Department President.
2. The Representative shall provide the Department Treasurer, the number of veterans expected in their appointed hospital, no later than October 1st.
3. The Representative must be current in her monthly reports to receive these funds.
4. All Christmas Assessments Funds that are not used shall be returned to Department Headquarters no later than February 1st of the New Year.
5. Christmas Assessment Funds are a restricted account and can only be used as stated in #1.
6. ***The Christmas Assessment Funds are to be used strictly for Hospitalized Veterans.***

Date: _____ / _____ / _____ **Please see VA&R Guidelines Page 5 for more info.**

Are you requesting Christmas Assessment Funds?		Yes:	No:	
How much are you requesting?		Amount \$		
Do you have a date and Time for Distribution of Funds?		Yes	No	
If yes please list Date and Time for Distribution of Funds.		Date:	Time:	
Are you up to date on your Monthly Reports?		Yes:	No:	
Are you up to date on your monthly Bank Statements?		Yes:	No:	
Are you accepting monetary donations from Units & Individuals? (If so, please include it in your Monthly Report)		Yes:	No:	
Are you Distributing Equal Value?		Canteen Books:	Gift Cards:	Gift: Cash:
Will you be Distributing directly to the patient?		Yes:	No:	
Did you invite to the Department President to attend?		Yes:	No:	
Did you invite a member of the VA&R Committee?		Yes:	No:	
Number of Veterans expected in the Hospital around Christmas: (This number may be updated closer to the date, but we need an approximate number now)			Number:	
Number of American Legion Auxiliary Compliment Cards needed:			Number:	
Hospital Representative				
Name of Hospital				

Email all Reports and Receipts to:

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Department Secretary Tiffany Troxclair – secretary@alatexas.org
 Finance Chairman Christine Trahan – christinet2121@yahoo.com

VA&R Licia Kim – liciakim.alatexas@gmail.com
 Bookkeeper Shana Duke – shanaaduke@gmail.com