



**American Legion Auxiliary Department of Texas
Hospital Gift Shop / Christmas Party Fund Request**

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

1. The purpose of the Christmas Gift Shop is to provide a hospitalized veteran (or active duty) the opportunity to give Christmas gifts to his immediate family since he/she is in the hospital during the holidays.
2. The appointed VAVS Representative must contact the VA&R Chairman with the dates for the Christmas Gift Shop and/or Christmas party, as soon as they are confirmed.
3. The Representative must be current in monthly reports to receive these funds.
4. A request for Christmas Gift Shop/ Christmas Party funds must be sent to the Department Treasurer, with a copy to the VA&R Chairman, at least 30 days prior to said event. These funds are not included in the allotted budget.
5. All Christmas Gift Shop/Christmas Party Funds that are not used shall be returned to Department Headquarters no later than February 1st of the New Year.
6. Gift Shop/Christmas Party Funds are a restricted account and can only be used as stated in #1.
7. ***The Funds are to be used strictly for Hospitalized Veterans.***

Date: / / **Please see VA&R Guidelines Page 5-7 for more info.**

Are you requesting Funds for Gift Shop or Christmas Party?		Gift Shop:	Christmas Party:
How much are you requesting?		Amount \$	
What will the Funds be used for?			
Do you have a date and Time and Location?	Date:	Time:	Location:
Will there be a Ribbon Cutting or Special Guest?	Yes:	No:	
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? <i>(If so, please include it in your Monthly Report)</i>	Yes:	No:	
Will you be serving Food or snacks?	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: <i>(This number may be updated closer to the date, but we need an approximate number now)</i>			Number:
Number of American Legion Auxiliary Compliment Cards needed:			Number:
Hospital Representative			
Name of Hospital			

Email all Reports and Receipts to:	Revised 8/26 A&R
Department Secretary Tiffany Troxclair – secretary@alatexas.org	Licia Kim – liciakim.alatexas@gmail.com
Finance Chairman Christine Trahan – christinet2121@yahoo.com	Bookkeeper Shana Duke – shanaaduke@gmail.com