



**AMERICAN LEGION AUXILIARY DEPARTMENT OF TEXAS**

**VA&R MONTHLY REPORT**

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Reporting Month: \_\_\_\_\_

Report must be returned to Department Headquarters and the Department VA&R Chairman by the 10th of each month. Please send report along with bank statement and cancelled checks to the Department Secretary.

\_\_\_\_\_  
ALA Representative

\_\_\_\_\_  
Hospital/Clinic

Number of beds in your facility? \_\_\_\_\_ How many veterans were served? \_\_\_\_\_

Are you able to serve the veterans in person? \_\_\_\_\_

Please list the names and number of monthly volunteer hours for the following people.

Type of Volunteer	Name	Hours	Type of Volunteer	Name	Hours
ALA Representative			AL		
ALA Deputy			SAL		
			Volun Teens		
Total ALA Hours			Un-affiliated Volunteer		

Please list travel miles, dates and purpose of travel (also note if these are miles for the rep or dep)

Date	Miles	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total miles: \_\_\_\_\_

Please include all miles, even if you are not requesting reimbursement. See Stipend Request form

Send all reports to

Department Secretary [secretary@alateexas.org](mailto:secretary@alateexas.org)

Finance Committee Teresa S. Copeland [tscunit37@gmail.com](mailto:tscunit37@gmail.com)

Finance Committee Chair [Christinet2121@yahoo.com](mailto:Christinet2121@yahoo.com)

VA&R Chairman Tonia Ison [tonia0507@att.net](mailto:tonia0507@att.net)

Tonia Ison

5136 Ben Day Murrin Rd Lot #953

Ft Worth, TX 76126

Phone: 785-213-6609

Date Revised: 2/2024



## AMERICAN LEGION AUXILIARY DEPARTMENT OF TEXAS

*Please include your monthly report and receipts. You must be up to date in order to receive funds.  
Revised 9/23*

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Please list any additional funds you have received (formerly GOM), who donated and what the purpose of the donation was.

Please include estimated value of items received.

Date	Amount Donated (Cash/Check Number)	Name/Unit	Purpose

**In Kind Donations:** (Please include estimated value of items received.)

Date	Item	Estimated Value	Name/Unit	Purpose

You must include any additional funding you receive in your monthly reports. Keep in mind that you should not have more than \$2500.00 (not including your stipend) in your bank account. Any funds exceeding that amount should be returned to Headquarters where it will be held in the VA&R account until you need it. Those funds will not and cannot be used for another facility. Revised 9/23