

# American Legion Auxiliary

## NATIONAL POLICY

### Solicitation and Acceptance of Donations, Gifts or Grants

Reviewed by: National Finance Committee

Reviewed On: 08-06-2020

Approving Body: National Executive Committee

Date Approved: 08-29-2020

Next Review Date: **Spring 2022**

#### Policy Statement

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to conduct itself with utmost integrity, adhere to the highest standards of conduct, and not allow the slightest appearance of impropriety of benefit for personal gain in the course of soliciting or accepting donations, gifts or grants (funds) on behalf of and for the ALA National Organization and to address requests to fund unanticipated and unbudgeted program opportunities through spontaneous solicitations of funds.

#### Policy

1. This policy applies to the solicitation and acceptance of current and/or deferred budgeted and unbudgeted funds from individuals and corporations to the ALA National Organization.
2. The ALA National Organization may accept unrestricted funds for specific programs and purposes that are consistent with its mission, purposes, and priorities. The ALA National Organization may not accept gifts that are too restrictive in purpose or that have debt attached to them.
3. The ALA National Finance Committee may review a prospective donation, gift or grant for acceptability in cost, scope, or purpose.
4. This policy is separate from the acceptability and reporting of professional and personal gifts to a compensated or volunteer officer or staff member, addressed in the ALA National Headquarters Personnel Policy Manual.
5. This policy is separate from the expectations that the ALA National President will duly deposit monetary gifts intended to benefit a national program or initiative of the ALA National Organization or the ALA Foundation, regardless of whether the gift is so specified or not, into the appropriate ALA National Organization or ALA Foundation account.

6. The ALA national leadership shall annually anticipate and budget for solicitations of funds to fund the budgeted programs included in the ALA budget.
7. Requests for solicitations for programs which were removed from the current year budget as adopted by the National Executive Committee shall not be considered for approval.
8. Requests for solicitations, whether to fund an additional program opportunity not presented in the annual budget or to solicit funds at an ALA event or meeting, shall:
  - a) be for mission programs of the ALA.
  - b) be presented to and reviewed by the Executive Director, Director of Finance and Development Director in a timely manner as to mission-related purpose, scope, and achievability.
  - c) be reviewed by the ALA National Finance Committee and, based on all facts and circumstances, the ALA National Finance Committee will take action.
9. Approved requests for solicitations, whether to fund an additional program opportunity not presented in the annual budget or to solicit funds at an ALA event or meeting shall follow existing ALA procedures for soliciting and accepting donations, gifts or grants.

Date Revised	Description of Revision	Approved by
02-21-2020	Recommended by management and committee to merge Unbudgeted Solicitations of Funds Policy with the Solicitation and Acceptance of Donations; ED and DOF to present to FC prior to 08/06 and 08/07 meetings	FC
08-06-2020	Policy Statement – inclusion of grants; unbudgeted	FC
08-06-2020	Policy Item 1 - include budgeted and unbudgeted	FC
08-06-2020	Policy Item 4 – correction to title	FC
08-06-2020	Policy Items 6-8 incorporate the “Unbudgeted Solicitations of Funds” policy	FC