

Military Order of the Purple Heart Auxiliary

Helping Our Veterans Project Funds Request

Requesting Unit or Department Information	
Requesting Unit Number and Name:	
Requesting Department:	
Unit or Department President's Name:	
Unit or Department President's Phone:	
Unit or Department President's Email:	
Amount Requested:	
Unit or Dept. Secretary Name	
Unit or Dept. Secretary Address:	
Date Project Expected To Be Completed:	
Project Name:	
Project Description (provide details of how funds will be used and how this project will benefit veterans). If additional space needed, please attach additional page:	
Signature of Requester:	Date:

Helping Our Veterans Chair:	
Date Request Received:	
Date Approved/Sent To National:	
Date Check Received From National:	
Date Check Mailed to Unit/Dept. Secretary:	
National Secretary & Date:	
Finance Chair Signature and Date:	
National President Signature and Date:	
National Treasurer:	
Check #	Date of check: Date check mailed:

Instructions for Helping Our Veterans Project Funds Request

1. Please fill in all sections in Part 1: Requesting Unit or Department Information.
2. Use additional pages if needed to describe your project.
3. Maximum amount of request is \$250.
4. If your project is approved, the check will be made out to your Unit or Department and mailed to your Unit/Department Secretary.
5. Receipts equaling the amount of the check **must be received** by the Helping Our Veterans Chair from the Unit/Department Secretary within 40 days of date on the check. (Note: receipts can be more than the amount of check written, but can't be less).
6. A thank you letter or letter of acknowledgment, from the entity receiving the project donation must be received by the Helping Our Veteran Chair within 30 days of the donation.
7. Unit Number, or Department, and the Project Name must be included with your receipts.
8. It is recommended that funds be requested at least six weeks prior to your event.
9. Photos, a short write up of the Project, and use of the funds must be submitted to the National MOPHA online newsletter.
10. A Unit/Department may only request funds one time per year unless notification is given of additional funds being available.
11. Units/Departments that do not submit receipts within 40 days of the date of the check, send acknowledgement letter within 30 days of the event, or submit an article about their project, will be precluded from requesting additional funds if available.

Email or mail completed form to:
Diane Petrini, MOPHA National President
Diane.MOPHA@gmail.com

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