



Military Order of the Purple Heart Auxiliary

**Helping Our Veterans
Project Funds Request**

Requesting Unit or Department Information	
Requesting Unit Number and Name:(on bank account)	
Requesting Department:	
Unit/Department President's Name:	
Unit/Dept Secretary Name (for check):	
Unit/Department. Secretary Address:	
Unit/Department Secretary Email:	
Unit/Department Secretary Phone#:	
Amount Requested:	
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). Attached additional page if needed. _____	

Signature of Requester:	Date:

National Officer Use Only	
Date Request Received:	
HOV Chair Signature & Date:	
National President Signature & Date:	
National Secretary Signature & Date:	
National Treasurer Signature & Date:	
Date Check Mailed to Unit/Department Secretary:	
Control Number:	

Instructions for Helping Our Veterans Project Funds Request

1. Please fill in all sections in Part 1: Requesting Unit **or** Department Information (name on bank account).
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 able 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. Please submit a photos, a short write up of the Project, and use of the funds to the National MOPHA Editor Jan Knapp or the HOV Chair.
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 or send acknowledgement letter within **30 days** of the event, will be precluded from requesting additional funds if available.

Email or mail completed form to:

Molly Ware

3314 Hillis Road

Augusta, GA 30906

706-294-2823

mophavavs@gmail.com