



Richard H. Stewart, Jr.
AMERICAN LEGION POST 543
St. James, NC

TO: THE MEMBERS OF RICHARD H. STEWART, JR. POST 543
FROM: THE POST COMMANDER AND THE POST EXECUTIVE BOARD
21APR2014

RE: POLICY REGARDING REQUESTS FOR ASSISTANCE FROM LOCAL VETERANS

As a service organization, our post receives many requests for financial and other in kinds of assistance from post members and other veterans living in the Southport-St. James- Arbor Creek area served by American Legion Post 543. At times it may be necessary to respond on relatively short notice. The purpose of these documents is to streamline and standardize the process by which we comply with the many legal and ethical questions that come into play.

It shall be the policy of Post 543 that the veteran requesting assistance must be a member of Post 543 or have the request brought to the Post by a member of the Post. To start the process the post member seeking assistance or the post member sponsoring the veteran seeking assistance must verbally notify the Post Service Officer and make arrangements to receive the attached "List of Procedures" and "Official Application".

This policy applies to the process of providing assistance to individual local Veterans. Projects involving active military or donations to other organizations supporting veterans will be handled on a case by case basis using the enclosed guidelines, application forms, and disposition reports as needed.

Your Executive Board is very sensitive to the fact that the needs of many Brunswick County veterans require a swift and positive response. However, it is the board's strong feeling that we are NOT an emergency financial relief organization. We can and will provide help as found to be appropriate, but only after full vetting and careful consideration.

Assistance can be in terms of counseling, home repairs, bill payment, transportation, etc. and/or a referral to the many emergency relief organizations in Brunswick County. However, we will follow the guidelines established by other Brunswick County posts and not provide direct payment of cash to the applicant.

The first and foremost requirement is that every activity in responding to the request is documented. As a non-profit, non-government organization we have certain obligations to demonstrate that we are responding in accordance with our bi-laws, our constitution, insurance considerations, as well as federal and state law. If ever questioned, we must be able to go to the files and provide a complete history of every step taken.