

# *Military Order of the Purple Heart Auxiliary*

## **Helping Our Veterans Project Funds Request Form 2019 -2020**

<b>Requesting Unit or Department Information</b>	
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:	
<b>Signature of Requester:</b>	<b>Date:</b>

<b>Helping Our Veterans Chair: National President Cheryl Perez</b>	
Date Request Received by HOV Chair:	
Date Approved/Sent to Nat'l Treasurer & Secretary:	
Date Chair Received Check From National Treasurer:	
Date Check Mailed to Unit/Dept. Secretary:	

HOV Chair/Nat'l President Signature:			
National Secretary Signature & Date:			
National Treasurer:	Check #	Check Date:	Date 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 General Orders.
10. A Unit/Department may only request funds one time.
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 may not be eligible for future HOV grants.

Email or mail completed form to:  
Cheryl Perez, MOPHA National President  
Cheryl.Mopha@gmail.com  
PO Box 120085  
Chula Vista, CA 91911