



AMERICAN LEGION POST 543

VETERANS ASSISTANCE PROCEDURE

This procedure is provided as a guide to the process for a Post Member (or a Post Member sponsoring a veterans request for assistance) to obtain Executive Board approval to provide such assistance. This procedure statement is for internal use and not to be shared with the applicant.

- As part of the initial visit, the sponsoring post member or the Post Service Officer or member of the Executive Committee should verify the applicant's identity.
- As part of the initial visit with the applicant, the sponsoring post member and/or the Post Service Officer should assist applicant in completing "Official Application".
- As part of the initial visit with the applicant the sponsoring post member and/or the Post Service Officer must have the applicant complete the attached "Permission to Visit Premises" form on the reverse side of the application.
- Also as part of the initial visit, the sponsoring post member and/or the Post Service Officer must have the applicant complete the "Consent to Contact Form" also found on the reverse side of the application. It is important that no one outside of this list be contacted. Each entry should be initialed by the applicant.
- As part of the vetting process, the sponsoring post member or the Post Service Officer should verify the veteran served one day of active duty and has been honorably discharged.
- As part of the vetting process, the sponsoring Post Member or the Post Service Officer should be satisfied the applicant is aware of other available Brunswick County, State and Federal resources. (For example but not limited to the VA, Social Security, the food bank, the New Hope Clinic, Brunswick County, various churches, etc.) Helping the applicant to identify and locate these agencies may be a way to provide initial help.
- The sponsoring post member or the Post Service Officer should maintain the "Log of Visits". They should also maintain records to enable completion of the "Final Disposition Report" (See forms on reverse side this page). This log and report must be part of the Service Officers final report to the Post Commander and then sent to the Post Adjutant to be filed as part of the Post Archive.
- The attached application is considered private personal information and should only be shared with the applicant's sponsor, the Post Service Officer, members of the Executive Committee assigned to this case and the Post Commander who may then decide how to share all or part with the Executive Committee.