



The American Legion, Department of Maryland, Inc.

FUNDRAISING SCREENING COMMITTEE REPORT

We, the officers of _____
Post No. _____, hereby petition the Fund Raising Screening Committee of the Department of Maryland, to grant us permission to conduct a fund raising campaign involving monies from persons other than members of our Post. We agree to abide by all of the rules and regulations in effect at the time of this petition. We understand that in no case may we solicit beyond the boundaries of our own Legion district. This application to be delivered to Department Headquarters with all signatures affixed no later than the Department Executive Committee meeting which precedes the affair.

TYPE OF AFFAIR: _____

LOCATION: _____

DATE OR DATES OF AFFAIR: _____

WHAT PROFITS ARE TO BE USED FOR: _____

List names and addresses of all solicitors other than your Post members. If commercial, also list firm name and address.

The persons authorized to solicit for us are as follows:

NAME	ADDRESS	PHONE
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_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Attached is a form certifying that this affair is covered by Liability and Property Damage Insurance in at least \$100,000.00/\$300,000.00 Liability: \$5,000.00 Property Damage and \$500.00 Medical.
2. We Certify that we will not permit any violation of any Federal, State or Local Law of Ordinance.
3. Attached is a written statement from our co-sponsor or partner (if one exists) covering both conditions one and two above. If a carnival, circus, show or any other commercial venture is involved, we also attach a written certification over the signature of the manager of such group

4. We guarantee that all funds and/or checks received in the name of our campaign are deposited in our own bank. We agree that no one except a member of our Post in good standing may at any time personally pick up checks or cash from any contributor or advertiser. We further agree that all payments of any kind whatsoever will be made by check from our account. A strict account will be made to Department Headquarters including any ticket sales, chance or other fund device, showing all money receipts, expenditures, expenses and the net profit. The accounts will list all those to whom any monies whatsoever are paid. We agree to file this statement with Department Headquarters within 30 days of the date of the close of the above campaign or the date of the holding of the event whichever is later in time.

We understand that any violation of the regulations or of any of the times covered in this form may subject us individually and/or as a Post to disciplinary action under Article X of the Constitution of The American Legion, Department of Maryland. WE AGREE THAT NO SOLICITATION SHALL START IN ANY PHASE WHATSOEVER UNTIL PERMISSION SHALL HAVE BEEN GRANTED IN WRITING BY THE FUND RAISING SCREENING COMMITTEE.

POST ADJUTANT

POST COMMANDER

To summarize briefly, it is mandatory that the emblem and/or name, "The American Legion," may not be used, printed, manufactured, appended to or reproduced except on Post stationery, publication, notices, posters, or matters of similar character used in the ordinary routine and conduct of legitimate Post business. The Post or any other subdivision may not use the emblem or name "The American Legion," in connection with any solicitation outside of their own membership without written permission of the Department. The rules and regulations, as supplied by Department Headquarters are to be kept in the minute book of each Post and must be followed completely. If you do not have the rules, write us for them.

The Executive Committee hereby directs all Posts to file this form and to follow the regulations. Any violation will be treated under the Disciplinary Code of this Department.

Approved:

DISTRICT COMMANDER

FINANCIAL REPORT OF FUND RAISING EVENT

The report given below concerns the fund raising events previously authorized by the Department Executive committee of The American Legion, Department of Maryland, by its approval whereby it permitted Post _____ to hold a fund raising event as more fully set forth in the initial Fund Raising Screening Committee's report dated _____.

The Financial Report of this event is as follows:

TOTAL GROSS INCOME RECEIVED: _____

TOTAL ITEMIZED EXPENSES: _____

TOTAL NET INCOME AND EARNINGS: _____

These funds will be used for the following purpose:

I hereby certify that the above accounting is true and correct to the best of my knowledge:

Post Commander or Fund Raising Chairman of Organization
of The American Legion Group conducting such Fund Raising
Event

THIS FINANCIAL REPORT MUST BE SENT TO DEPARTMENT HEADQUARTERS WITHIN 30 DAYS OF THE DATE THAT EVENT IS AUTHORIZED TO BE HELD OR WITHIN 30 DAYS OF THE DATE OF THE CLOSE OF THE FUND RAISING CAMPAIGN IF IT EXTENDS OVER THE AUTHORIZED PERIOD OF TIME.

PLEASE KEEP A COPY OF THIS REPORT FOR A POSSIBLE AUDIT BY THE INTERNAL REVENUE SERVICE.