

# THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

## DEPARTMENT OF ALABAMA

### STANDARD OPERATING PROCEDURE

#### VETTING COMMITTEE

April 18, 2023

**Purpose:** Provide Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Vetting Committee. This committee was established to facilitate and speed up the process of assisting veterans, their spouses and dependent children in times of financial need.

**Scope:** This SOP applies to **most** of the facets of the duties and responsibilities of the Vetting Committee of The Clayton E. Moneymaker American Legion Post 237, Department of Alabama. However; it is not all encompassing as there may be situations and emergencies that arise that require immediate attention that are not spelled out in the American Legion Officers Guide, or the Constitution and By-laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

**Authority:** The By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, page 6, Article VII, Section 1, subsection h., dated November 21, 2022.

## Section 1:

When a request for assistance from a veteran or a veteran's family member is received by the post their contact information will be forward to a member of the Vetting Committee which includes the Commander, Finance Officer and the 3 Trustees.

## Section 2:

When the request is received by a member of the committee, they will:

1. Contact the veteran or family member to discuss the type of assistance needed.
2. They will request documentation confirming veteran or dependent status as well as documentation to collaborate the request for assistance such as a utility bill, late lease/mortgage statement or eviction notice, to name a few.
3. The vetting member will submit a recommendation to the Vetting Committee either via email, text message or a telephone call.
4. If a recommendation is approved the funding can come from 3 different sources:
  - A) For a non-American Legion veteran, funding for a grant can come from the American Legion Post 237 bingo account.
  - B) ) For a member of the Clayton E. Moneymaker American Legion Post 237 family, funding for a grant can come from the American Legion Post 237 Family Relief Fund.

C) Any veteran or dependent spouse, with minor children, that has a verified need for financial assistance, the Vetting Committee will gather the documentation and forward it to the Department of Alabama, whom will in-turn, may request a grant for Temporary Financial Assistance, from the National American Legion Headquarters that does not have to repay. Eligible requests may be approved for up to \$1500 per dependent child.