



American Legion Auxiliary Department of Illinois

Instructions

Christmas Gift Program Instructions

This program provides a Christmas gift to every child under the age of 18, housed in a state funded children's facility, as long as it is not considered to be a detention or judicial facility.

1. Each child is allowed a \$10.00 gift.
2. If a facility has more than 120 children, a maximum of \$1200 will be allowed. In a case like this, the home might have one large gift that all children can enjoy rather than smaller individual gifts (I.E.: Children's area update, Game Console/Electronics update, etc.)
3. If your District needs assistance with funding prior to reimbursement, please contact me immediately so I have time to speak with the finance committee.
4. Once everything is received and verified, a check will be sent to the designated person by Department.
5. If you have any questions, please don't hesitate to contact me.

FORM 1: Due by **October 21, 2022**

1. District President provides District C&Y Chairman the Christmas Gift Program Paperwork.
2. District Children and Youth Chairman completes Form 1 & returns it to the Department Children and Youth Chairman via mail or email.
3. Any District not registering your facilities by October 21th will **not** be able to participate in the program.
4. Once Form 1 has been submitted, you can purchase, "wrap", and deliver the desired gifts to your facilities. As soon as possible submit Form 2 to the Department Chairman.

FORM 2: Post marked Dead line : **Dec28th 2022**

A. If items are purchased by District Chairman:

1. Complete Form 2
2. Attach Receipts (No Receipts, No Reimbursement)
3. Return Form 2 to Department Children and Youth Chairman via mail or email

B. If items are purchased by the Facility or Institution:

1. Complete Form 2
2. Letter of Receipt must be sent on their Letterhead with Receipts Attached. The letter should state the amount of the check and to whom the check should be made payable.

3. Return Form 2 to Department Children and Youth Chairman via mail or email.

Form 3

1. When you drop of the gifts or cards please leave this form for the Institute to fill out.
2. The facility should return back the information from form # 3 and a thank you note post dated by **December 28, 2022**
3. When sending form # 2 please include all of form # 3.

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