

American Legion Auxiliary, Department of Illinois Children and Youth
Christmas Gift Program-Form 3 Only for new house facilitators
Deadline to receive paperwork December 29th , 2025

To Whom It May Concern:

Thank you for your partnership with the American Legion Family. It is an honor for our organization to be able to supply, to your facility, gifts to all the children 18 and under a small token of Christmas.

We are a non-for profit organization and at any given moment we have to provide and be accountable for all monies and gifts given out to our Veterans and to the programs which we sponsor for audit purposes. This gifting we provide falls under one of our children and youth programs.

When you receive our contribution please fill out the form below and attach it with a small thank you note with your facilities name on a letterhead. We understand that so many administrators change jobs through the years and to keep everyone on the same page and our records correct we need this sent back to the post and unit who provided the gift to your children by **December 29th 2025** of each year with any new changes otherwise Just a thank you note for our records on a Letterhead. Sorry, if this can not be completed and returned to the American Legion Family, we will have to consider not being able to help gift those children the following year. Thank you for your cooperation. Thank you!

Department Children and Youth Chairmen
District _____

Department: Sue Johnson

American Legion post/unit name _____

Address _____

Name of chairperson _____

Name of Facility	Contact person and phone number	Number of children that received gifts
The amount of money	The type of gift/gifts received	