



APEX AMERICAN LEGION POST 124, INC

PO Box 1002

APEX, NC 27502

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APPROVAL REQUEST FORM

PROGRAM/ EVENT /PROJECT

Project Name:

Description:

Responsible Officer:

Proposed Date(s):

Implementation timetable:

Purpose:

Does this project align with one or more Legion Pillars?:

VETERANS AFFAIRS & REHABILITATION

AMERICANISM

CHILDREN & YOUTH

NATIONAL SECURITY

Legion Resources Needed:

Non-Legion Resources Needed:

Budget (Detailed budget can be attached)

Net Revenue Budget:

Expense Budget

Net Proffit or Loss

Submitted By

Approved By

*"Veterans helping veterans and supporting our community, while still serving our nation"*

**All Projects, program and events must be approved by the Commander in consultation with the Post Executive Committee (PEC). We have a fiduciary responsibility to oversee and monitor any program which is done in the name of the American Legion, American Legion Post 124 or elements thereof. This fiduciary responsibility includes have a budget, recording of revenues and expenses and documentation. Reimbursements will not be made without approval and proof as directed by the Finance Officer.**

**Additional details should be listed below and/or attached to this form.**