

**JOHN M. WEST AMERICAN LEGION FAMILY  
POST 408 DERBY- HAYSVILLE Annex C  
FUND RAISING PROFIT DISTRIBUTION PROCEDURES**

**1.01 Purpose:**

This procedure outlines the proper procedure for the dispersal of funds raised and collected by all family entities of the John M. West American Legion Family Post 408 Derby-Haysville.

**1.02 Goals:**

The goal of these procedures are to hopefully encourage more members to participate and be more involved in the moneymaking activities developed and pursued by all entities of the post.

**1.03 Breakdown of Fund Distribution:**

A. For the good of the post Fundraisers:

Typically created by the fundraising committee, unless otherwise earmarked, all profit monies collected will be given to the Legion for deposit less 10% which will go to the Board of Governors to be applied to building overhead.

B. Family Fundraiser:

If the fundraiser is declared to be a "Family Fundraiser" the split of the profit monies collected will be determined by the number of participants attending from each entity ie... if there are 5 members from Legion and 5 members from ALA and 5 members from SAL and 5 members declared for ALR the profit monies would be split equally 4 ways. If there are 2 members from Legion and 5 members from ALA and 3 members from SAL and 5 members declared ALRR the profit monies collected would be split 2/15's Legion, 1/3ALA, and 3/15s SAL and 1/3 ALR etc.... Less 10% which will go to the Board of Governors to be applied to building overhead.

There will be a sign in sheet at each event and members who belong to more than on entity will be required do declare which entity they are working for at that particular event.

Arriving at start time and leaving 15 minutes later does not constitute credit for time worked. Members must work a shift if the event is broken down in shifts by the event coordinator(s), or a minimum of one fourth of the total time of the event. Ie.... If it is an 8 hr event members must work a minimum of 2 hours unless otherwise determined by the event coordinator(s)

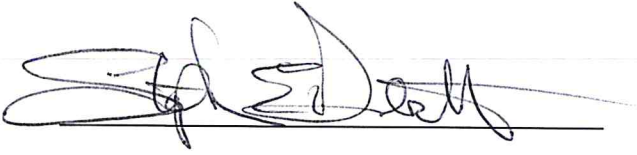
C. Entity Specific Fundraiser:

If the fundraiser is declared to be an Entity only fundraiser ie... Burger Burn, Breakfast, etc...and work is managed and done mainly by that entity, all profit monies collected will go to that entity less 10% which will go the to Board of Governors to be applied to building overhead.

**1.04 Food Driven Fundraiser Supplies:**

In an effort to maintain the quality and cost of the supplies, all food supplies for food driven fundraisers will be purchased through the Board of Governors from suppliers determined by them as our regular suppliers of preference. If food supplies exist in inventory, the entity holding the fund raiser will keep diligent track of the supplies used and reimburse the Board of Governors at cost for all supplies used.

These procedures were presented to and approved by the voting members of the American Legion Post 408 at a regularly scheduled meeting this the 4<sup>th</sup> day of August 2022.

A handwritten signature in black ink, appearing to read "Stephen E. Tackett", written over a horizontal line.

Stephen E. Tackett

American Legion Post 408

Commander

---