

**American Legion Auxiliary
Department of New York
Christmas Gift Shop Rules**

The Gift Shop Chairman is appointed by the Department President yearly. Each Chairman is responsible for all the funds, purchases, coordinating/instructions for the volunteers and reports for the program. Many Chairmen appoint a co-chairman which is generally approved by the District President. The program is a District event whereas the Units, Counties, Post and Squadrons contribute to the fund to purchase the gifts, which are selected by the patients to send to their next of kin and others as deemed appropriate. All cost including postage, refreshments etc. is at the expense of the gift shop funds.

1. Regardless of any changes to a Districts particular program, the Gift Shop Chairman must read the rules and report any program changes and justification for the change at the Fall Conference. Any program changes should be presented in the form of a motion and voted on by the voting members assembled. There will be no deviation from the rules as contained without consent of the Department Executive Committee.

2. The Gift Shop Chairman will provide receipts of all contributions, and expenses with the gift shop report as attachments. This report is to be completed no later than Feb. 15th, and distributed to all contributing Counties, within the American Legion Family, noting Unit, Post and Squadron contributions. Send a copy to the District President including copies of receipts, original to the Department VA&R Chairman.

All gift shop funds are accountable through the Gift Shop Chairman's Unit bank account to comply with our bonding requirements.

3. The Gift Shop Chairman will work with the Voluntary Service Programs Director and/ or designee to arrange a date and time for the Gift Shop. The VAVS Representative and Deputies as assigned will be privy to the plans and assist as needed.

4. The Gift Shop Chairman is to disperse with any gifts left over from the Gift Shop. Any proceeds from the sale of these gifts are to be returned to the Gift Shop fund, with a receipt of sale. Any clothing appropriate for the Veterans is donated to the facility for their use. Items appropriate for prizes should be donated to the facility for recreational events. Donation form should be completed and a copy attached to the report.

5. Any gifts distributed within the VAMC or out patient facility must be accounted for with the VAVS Representative and Gift Shop Chairman. Donation list attached to the form with both signatures for accountability.

6. Funds exceeding \$4000.00 are to be dispersed in accordance with the wishes of the District. A motion as to the donation of funds should be made at the Spring Conference or next meeting following the close of the gift shop books. \$4000.00 is to be placed in a six month Certificate of Deposit in the name of the Unit, American Legion Auxiliary in which the Chairman is a member.

7. The Chairman is to complete a report no later than February 15th, and submit along with all receipts for purchases and donations to the Department VA&R Chairman.