

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF NEW YORK
GIFT SHOP RULES**

The Gift Shop Chairman is appointed by the Department President yearly. Gift shops are typically hosted at a VAMC, or in a facility treating a large number of veterans. 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 facility's veteran to send to their next of kin and others as deemed appropriate. All costs including postage, refreshments, etc., are at the expense of the gift shop funds.

1. Regardless of any changes to a District's 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 December 31st and distributed to all contributing Counties within the American Legion Family, noting Unit, Post and Squadron contributions. Send a copy of report to the District President including copies of receipts, original report and receipts to the Department VA&R Chairman.
3. The Gift Shop Chairman will work with their 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. All gift shop funds are accountable through the Gift Shop Chairman's Unit bank accounts to comply with our bonding requirements. Accounts must have two or more authorized signatures, one of those signatures being the unit treasurer.
5. 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. All such receipts must be submitted with the gift shop report. 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 forms should be completed and a copy attached to the report.
6. Funds exceeding \$4,000.00 are to be disbursed 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. \$4,000.00 may be placed in a six-month interest-bearing account in the name of the Unit, American Legion Auxiliary in which the Chairman is a member.

Adopted: December 5, 2021, by Department Executive Committee