

BRANCH POPPY FUND DISBURSEMENT FORMS

These forms are to be used in all disbursements requests. The key items on the form are:

- A copy of the relevant part of the Meeting Minutes that show that the donation was approved by the membership is required.
- The description of what the donation is going to be used for should include the relevant section of the Poppy manual.
- The Cadet request requires information of the Corps Remembrance Day assistance provided.
- Follow the procedures shown under Branch Poppy Fund Disbursements in this manual for further instructions.

**BRANCH POPPY FUND
DISTRIBUTION REQUEST**

BRANCH NAME & NUMBER: _____

ADDRESS: _____

_____ **POSTAL CODE:** _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

BRANCH PRESIDENT: _____

BRANCH POPPY CHAIRMAN: _____

BRANCH SERVICE OFFICER: _____

BALANCE IN POPPY FUND: \$ _____ **AS OF** _____

**DATE OF GENERAL / EXECUTIVE MEETING DISTRIBUTION REQUEST WAS
APPROVED - MONTH: _____ DAY: _____ YEAR: _____**

Attach copy of meeting minutes

AMOUNT REQUESTED: \$ _____

RECIPIENT OF DONATION:

NAME: _____

ADDRESS: _____

PHONE: _____

WHAT WILL DONATION BE USED FOR? _____

***What section does the request fall within the Terms of Reference of the Poppy Manual?**

SECTION # _____ **PAGE #** _____

BRANCH PRESIDENT'S SIGNATURE

BRANCH POPPY CHAIRMAN'S SIGNATURE

FORWARD THIS REQUEST, WITH ALL DOCUMENTATION TO YOUR DISTRICT COMMANDER

DISTRICT COMMANDER'S SIGNATURE

Date: _____

COMMAND APPROVAL

Date: _____

**BRANCH POPPY FUND
DISTRIBUTION REQUEST CADET CORP / UNIT**

BRANCH NAME & NUMBER: _____

ADDRESS: _____

_____ **POSTAL CODE:** _____

PHONE: _____ **FAX:** _____

E-MAIL: _____

BRANCH PRESIDENT: _____

BRANCH POPPY CHAIRMAN: _____

BALANCE IN POPPY FUND: _____

DATE OF GENERAL MEETING DISTRIBUTION REQUEST WAS APPROVED - MONTH: _____ DAY: _____ YEAR: _____

Attach copy of meeting minutes

AMOUNT REQUESTED: \$ _____

DOES YOUR BRANCH SPONSOR THIS CORP/UNIT? _____

HOW MUCH HAVE YOU DONATED TO THIS CORP IN THE PAST YEAR? \$ _____

GIVE DETAILS OF THE CADETS INVOLVEMENT IN THE REMEMBRANCE DAY SERVICE

CORP:

NAME: _____

ADDRESS: _____

_____ **PHONE:** _____

COMMANDING OFFICER: _____

WHAT WILL DONATION BE USED FOR? (MUST BENEFIT THE ENTIRE CORP) _____

What section does this request fall within the Terms of Reference of the Poppy Manual?

SECTION# _____ **PAGE#** _____

BRANCH PRESIDENT'S SIGNATURE

BRANCH POPPY CHAIRMAN'S SIGNATURE

FORWARD THIS REQUEST, WITH ALL DOCUMENTATION TO YOUR DISTRICT COMMANDER

DISTRICT COMMANDER'S SIGNATURE

COMMAND APPROVAL