

## BRANCH POPPY FUND DISTRIBUTION REQUEST

Date: \_\_\_\_\_

Branch Name: \_\_\_\_\_ No: \_\_\_\_\_ District: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Branch Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

### Refer to the Poppy Manual Section 401 - USE OF FUNDS

- Support a Veteran or their family. **Proof of income must be supplied to Branch.**
- Poppy Trust Funds may also be donated to a centralized Command Poppy Trust Fund.

### Refer to the Poppy Manual Section 402 - USE OF FUNDS (Check only one of the following)

- 402i b Storage Costs (pre-approved by Alberta-NWT Command) not to exceed \$350.00
- 402i c Reasonable costs associated with the Poppy Campaign - **Provide details in Minutes**
  - Administration costs
  - Advertising
  - Light Lunch
- 402ii a 2 Minutes Wave of Silence program
- 402iii b Branch Service Officer (reasonable expenses)
- 402iii c Personal Comforts for Veterans and their Widows/Widowers
- 402iii d Donations to the RCEL
- 402iv a Accounting Costs - External Audit or Review
- 402v a Poppy and Remembrance Seminars
- 402vi a Education Bursaries for those **in need** of assistance - **Means Test required**
- 402vi b Donation to the Alberta-NWT centralized Command Bursary Fund
- 402vi c Cost to Distribute Authorized Poppy and Remembrance material to schools
- 402vi d Prizes for the Poster and Literary Contest
- 402viii Homeless Veterans Program

### Refer to the Poppy Manual Section 403 – SPECIAL USE EXPENDITURES

Must have approval prior to Expense - (Check only one of the following)

- 403ii a **Housing Accommodation or Care Facilities** (Choose all which apply)
  - Purchases
  - Construction
  - Repair
  - Furnishings
- 403ii b **Medical** (Choose one of the following) Provide description of expense
  - Medical Training
  - Medical Research
  - Medical Appliance

- 403ii c **Senior Services** (Choose one of the following)  
 Drop-In Centres for Veterans     Meals on Wheels
- 403ii d **Donation for Relief of Disasters declared by the Federal or Provincial Government**
- 403ii e **Monuments-** (Attach details)
- 403ii f **Support of Cadet Units – Unit No.:** \_\_\_\_\_
- 403ii g **Annual Veterans Visit - details of the event including receipts**
- 403ii h **Transportation**
- 403ii l **Accessibility Modification - one access only per Branch**
- 403ii j **Call to Remembrance Program**
- 403ii k **Coin Sorting Machine**
- 403ii l **Veterans Transition Programs**
- 403ii m **Post-Traumatic Stress Disorder (PTSD) - Service Dogs**
- 403ii n **Military Family Resource Centre (MFRC)**

Current Poppy Account Balance, *as of the date the Motion was approved by Branch*: \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Description of how the funds will be used or item being donated: (*include additional sheet if required*)

Date of General Meeting when approved: \_\_\_\_\_ Minutes attached (tick)

PRINT: Branch President's Name \_\_\_\_\_

Branch Poppy Chair's Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Branches can authorize up to \$350.00 in assistance grants.  
 Branches MUST report all distributions to their District Commander.  
 This request must be forwarded to your District Commander with the Meeting Minutes.**

**DISTRICT COMMANDER APPROVAL**

\_\_\_\_\_  
 Signature Date: \_\_\_\_\_

**Note: District Commanders can authorize up to \$1,000.00 - You MUST report all distributions to Provincial Command**

**ALBERTA-NWT COMMAND APPROVAL**

\_\_\_\_\_  
 Signature Date: \_\_\_\_\_