



DISABLED AMERICAN VETERANS
DEPARTMENT OF MICHIGAN

John P. Lamphere
2009-10 Commander

Rolly D. Lee, Sr.
Adjutant

MEMORANDUM

Maintain this correspondence in Chapter File for future reference

August 31, 2009

To: All Michigan DAV Chapter Commanders and Adjutants

From: DAV State Commander John P. Lamphere

Re: Fundraising

All DAV Chapters, DAVA Units and NOTR Dugouts are required to complete a Fund Raising Request Form **before finalizing plans** to hold the fundraiser.

Fund Raising Projects are those where you will be soliciting in any way, shape or form, from the general public. If you are uncertain about whether or not permission is needed, contact DAV headquarters and ask.

Poker, Millionaire Poker Party, Etc.

These types of fund raising projects generally require a written contract or agreement. A Department Fund Raising form should be completed with a copy of the signed contract attached.

All Contracts Need Prior Approval

All Chapters are reminded that a fund raising project involving, directly or indirectly, contracts or agreements of **ANY** nature shall be required to obtain **prior approval** from the State Department and from the National Executive Committee. If you are entering into a contract, be sure the contract states that **"It is subject to approval of the State Executive Committee and the National Executive Committee."**

Contracts submitted for approval, must allow 120 days from the date of submittal until the proposed commencement date of the contract in order for the State and National Executive Committees to give them proper consideration.

The time line for State EC consideration is 45 days and National requires 60 days. The total time line from start to finish is approximately 120 days in advance of the fund raiser.

For further information refer to the National Constitution and Bylaws, Article 15, Section 15.3/15.4/15.5 and NEC Regulation 2 , 3, 4 and 5 at:

<http://www.dav.org/membership/documents/ConstitutionBylaws.pdf>

NOTE: Any chapter or subordinate who conducts a fund raising project without prior approval and/or notice, may subject its charter to suspension or revocation.

FUND RAISING REQUEST FORM

Disabled American Veterans, Department of Michigan
17779 E. 14 Mile Road, Fraser, MI 48026 ~ (586) 415-8610

DATE: _____

FROM: Chapter/Unit/Dugout Name/Number _____

Located in _____, Michigan hereby wishes to apply for approval of the State Department to conduct a fund raising project consisting of a solicitation or sales plan described below:

DESCRIBE KIND OF PROJECT: (Attach any contract, etc.)

PROJECT IS TO COMMENCE _____ AND END _____
Month Day Year *Month Day Year*

PURPOSE FOR WHICH THE FUNDS RAISED are to be used is as follows:

DO YOU EXPECT GROSS RECEIPTS WILL BE MORE THAN \$5,000? ___ Yes ___ No

IS PROJECT TO BE CONDUCTED by DAV Members only? ___ Yes ___ No

NOTE: Any Chapter/Unit or Dugout desiring to engage in a fund raising project involving, directly or indirectly, contracts or agreements of **ANY** nature shall be required to obtain prior approval from the State Department and from the National Executive Committee. Contracts submitted for approval, must allow sixty (60) days from the date of submittal until the proposed commencement date of the contract in order for the National Executive Committee to give them proper consideration.

*****ATTENTION AUXILIARY UNITS / NOTR DUGOUTS*****

All Auxiliary Units or NOTR Dugouts must receive prior approval of the Chapter with which it is affiliated prior to submitting this request. Please have the Chapter Commander or Adjutant sign this request form to verify Chapter approval of this project.

Chapter # _____ approved this project at their meeting held _____
Date of Chapter approval

Signature: _____
Chapter Commander or Adjutant

APPLICATION submitted by: _____
Name and Title

Address *City* *State* *Zip Code*