

Auxiliary Emergency Fund (AEF)

Frequently Asked Questions

What is the AEF and how did it get started? How is it funded?

The Auxiliary Emergency Fund (AEF), established in 1969, was made possible by a generous legacy gift from Helen Colby Small of Burlington, WI. Funding for AEF grants comes from generous contributions from units and members, and can be awarded to members who have exhausted all other personal and community resources due to financial hardship, natural disaster or the need for competitive job skill education.

Can you explain the requirement based on years?

In short, if your dues have been paid for the last two consecutive years, as well as the current year (three years total), you are eligible to apply!

How do I know I have the current application?

To ensure you have the right application, please download the application from www.ALAforVeterans.org.

What information should I never include on my application?

Do NOT include information like your Social Security Number due to liability reasons.

What paperwork is required to be submitted?

Please see the next page.

What if I live in a different state than my membership?

Contact Amanda Ginter, AEF Case Manager, at (317) 569-4564 for assistance.

Why do I need my unit's recommendation?

The unit is asked to provide a recommendation letter and sign off on the application since they know you, the applicant, best. Also, this is a requirement of the AEF rules, per the Unit Handbook.

What if I, the applicant, am related to my unit's president and secretary?

If you are related to both the unit president and unit secretary, we ask that the highest-ranking officer, not related, sign the application. Please be sure to indicate this, as it is the **only** instance in which this is allowed.

Why do I need to send my application to my department first?

Once the application is signed by the unit, it is forwarded to the department before arriving at National Headquarters so that the Department Secretary can verify your continuous years and current membership. Also, your current dues may not yet have been processed in the National Membership system.

How quickly will my application be processed?

Under normal circumstances, review and data verification *alone* take one month, unless expedited at the unit and department levels. Delays due to an incomplete application or missing signatures extend this timeline. Each of the steps must be done in a timely manner to complete the process, so please plan accordingly.

Could I have been a donor in the past and still apply for the AEF?

Yes. There is no rule that says you cannot receive funds, once you have contributed to the AEF.