



Military Order of the Purple Heart Auxiliary

Helping Our Veterans Project Funds Request

Requesting Unit or Department Information	
Requesting Unit Number and Name:	
Requesting Department:	
Unit/Department President's Name:	
Unit/Department President's Phone:	
Unit/Department President's Email:	
Amount Requested:	
Unit/Dept. Secretary Name (for check):**	
Unit/Dept. Secretary Address:	
Date Project Expected To Be Completed:	
Project Name:	
Project Description (provide details of how funds will be used and how this project will benefit veterans). If additional space needed, please attach additional page:	
Signature of Requester:	
Date:	

Helping Our Veterans Chair:	
Date Request Received by NP:	
Date Approved/Sent To Nat'l Treasurer/Sec:	
Date NP Received Check From Treasurer:	
Date Check Mailed to Unit/Dept. Secretary:	

National President (NP) Signature/Date:	
National Secretary Signature/Date:	
National Treasurer Signature/Date:	
Check #	Date of check: Date check mailed:

Instructions for Helping Our Veterans Project Funds Request

To insure project approval, please email the National President
Prior to Project Funds Request with brief description of project.

1. Please fill in all sections in Part 1: Requesting Unit or Department Information.
2. Use additional pages if needed to describe your project.
3. Maximum amount of request is \$250.
4. If your project is approved, the check will be made out to your Unit or Department and mailed to your Unit/Department Secretary.
5. Receipts equaling the amount of the check **must be received** by the Helping Our Veterans Chair from the Unit/Department Secretary within 40 days of date on the check. (Note: receipts can be more than the amount of check written, but can't be less).
6. A thank you letter or letter of acknowledgment, from the entity receiving the project donation must be received by the Helping Our Veteran Chair within 30 days of the donation.
7. Unit Number, or Department, and the Project Name must be included with your receipts.
8. It is recommended that funds be requested at least four weeks prior to your event. (Please be aware that money spent before a HOV request is approved cannot be reimbursed if the HOV grant is denied).
9. Photos, a short write up of the Project, and use of the funds must be submitted to the National MOPHA online newsletter General Orders.
10. A Unit/Department may only request funds one time per year unless notification is given of additional funds being available.
11. Units/Departments that do not submit receipts within 40 days of the date of the check, send acknowledgement letter within 30 days of the event, or submit an article about their project, will be precluded from requesting additional funds if available.

Email or mail completed form to:

Colleen Orfanello

211 Chimaera Lane

Slidell, Louisiana 70458

(504) 296-5022

MOPHAUX@gmail.com

If emailed, please copy Linda Varejcka at:

jfvarejcka@windstream.net