

PROCESSING APPLICATIONS

Members of the NEF response team should follow the standard operating procedure for processing NEF applications:

- > Work with the victim to fill out the application completely and accurately, including verification of membership in The American Legion, Auxiliary or Sons of The American Legion.
- > Attach additional supporting data (photos of damage, receipts for temporary lodging and food, gas, etc.).
- > Be sure that the applicant keeps all original documentation.
- > Send all grant requests to the department commander or department adjutant for approval before being forwarded to National Headquarters.
- > Stay in touch with the applicants to make sure they know when and where to collect their checks.

Please note that if a member of the Legion Family is struggling financially, a partial application may be submitted and approved in order to rush payment to the victim.

ADDITIONAL COPIES

To print copies of this and other NEF brochures in this series, please visit www.legion.org/publications.



THE AMERICAN LEGION

P.O. Box 1055
Indianapolis, IN 46206
317-630-1330
ia@legion.org
 www.legion.org/NEF

Follow The American Legion at
 www.legion.org/facebook
 twitter.com/AmericanLegion



THE AMERICAN LEGION'S
NATIONAL EMERGENCY FUND

What to do **DURING** an emergency



Artwork # 071A0813

Stock # 30-501-C





When a disaster strikes, rescue crews, the National Guard, the Red Cross and others jump into action. To quickly provide grants from the National Emergency Fund (NEF), Legionnaires must also react quickly.

It's hard to know what a disaster scene will look like if you've never been to one. Often, chaos rules the day. Fortunately, Legionnaires and others with military training will be able to provide leadership, logistics knowledge and quick decision-making skills that will help work through difficult decisions.

It is also important to create and follow a plan. Use the first brochure in this series ("Before") to prepare your NEF coordinator and his team, then use this one to navigate through the emergency.

SPREAD THE WORD

- > Contact the local media and let them know that The American Legion is distributing grants and that the coordinator is available for interviews. Also, send out a press release so that the local media can help distribute information about NEF, how to apply, where to go and more.
- > Contact National Headquarters to let them know the scope of the disaster, who the points of contact are, and make sure you understand what's needed for the NEF applications.
- > Work with your post's or department's social media coordinator to share photos and updates on how you are helping Legion Family members. Posts that tag the National Headquarters Facebook page will be shared with the followers of that page.



The American Legion assists veterans in Moore, Okla., with financial grants and relief supplies after two massive tornadoes touched down. Photos by Mark Zimmerman.

"Facebook is the biggest thing we used to get the word out to the veterans in Oklahoma!"

– Joe DeLaCruz, who processed NEF grants after deadly tornadoes hit

MOVE ON OUT

When a disaster strikes your state, district or community, now is the time to activate the NEF response team. A sense of urgency is critical to get help to those in need. On the ground, it is important to spread the word quickly about what the Legion can offer victims to other nonprofits, the local media and other groups in the community who have already responded.

Among the first priorities is for the NEF coordinator to secure a van or other large vehicle necessary to transport other volunteers, supplies, cases of water, etc. Depending on the emergency you should also consider bringing equipment that would help get through blocked roads such as chainsaws, snow shovel, crowbars and axes.

ASSIST VICTIMS

- > Find out where the staging area is located. The Red Cross or law-enforcement authorities should be able to provide details.
- > Make sure that the coordinator and helpers understand their assignments and have exchanged cell-phone numbers.
- > Make sure that the person responsible for finding and directing Legion Family members to your location is hitting the streets, communicating with other veterans service organizations and reaching out to local posts.
- > Download information from **www.legion.org/publications** about NEF, TFA and other programs that might be applicable to victims.

