

**Royal Canadian Legion  
District D Veteran's Assistance Fund**

**Terms of Reference**

1. The District D Veteran's Assistance Fund is established to help Veterans and their Dependents who may at some time, require financial assistance.
2. The Fund is to be administered by a Chairman appointed by the District Commander, Vice Chairman, District Service Officer, District Poppy Chairman, District Commander, the two Deputy District Commanders, District Treasurer and a Representative from each of the 3 Zones.
3. A VETERAN is defined as all ex-service personnel who have had active allied war service and/or peace time service and who have been honourably discharged including the Merchant Navy. It also applies to wholly dependent spouses, widows/widowers, sons and daughters of said Veteran.
4. The purpose of the Fund is to assist Veterans in need and their dependents who qualify, to lessen some of the financial burden associated with medical needs, housing, food, clothing, transportation for medical appointments, ambulance costs, meals on wheels and other shortfalls not provided for or covered elsewhere. The fund must comply with Articles 401, 402 and 403 as outlined in the Poppy Manual.
5. The first line of assistance would be from the Poppy Fund of a Branch of the Royal Canadian Legion. A veteran does not have to be a Legion Member to qualify for assistance and may approach any Branch in District D (Toronto) for help.
6. Subject to Prior Approval by Provincial Command, the Fund can be used to pay for the meal only for Veterans, Caregivers and/or Spouses at the District Veterans Dinner, at a cost not to exceed \$25.00 per meal. The Fund cannot be used to cover the cost of alcohol, gifts, entertainment, booklet printing, postage stamps, stationary, envelopes, toner or meals for Volunteers and Guests.
7. A detailed report will be given at the District Council Meetings, the Semi-Annual and Annual Meetings.
8. An Audited Financial Statement for the Fund is to be provided to Provincial Command on an annual basis.
9. Requests may be made by email, mail or in person and must be approved by a majority of the Committee Members. A copy of each response will form part of the file.

**Procedure for Application**

1. An applicant must fill out an application and provide proof of eligibility which must be attached to the application, along with any receipts or quotes relating to help requested.
2. An applicant requiring help filing out an application should contact a Branch, Zone or District Service Officer. This may be done by going to the nearest Branch of the Royal Canadian Legion.
3. Assistance for any or all funds requested will only be granted provided the claim is found to be legitimate and related specifically to the Terms of Reference. Payment may be made to the person submitting the request or may be paid to a second party, or both.