



American Legion Auxiliary  
Department of California

**2022-2023 Unit Checklist**

This checklist is for the Unit or District to track their submissions. The items listed below have other forms that are required to be sent in.

Forms/Checks Due to Department Office (except where noted)	Date Due	Date Sent	Check Number	Amount of Check
Convention Proceedings Previous Year	9/30/22			
ALAMIS Logon Fee	9/30/22			
Bi-Monthly Mailings in paper form \$30 or Email	9/30/22			
Unit Fidelity Bond (3yr premium) \$15.00 <b>Due 2024</b> <b>Mandatory</b>	9/30/23			
District Fidelity Bond (due annually) \$35.50 <b>Mandatory</b>	9/30/22			
Poppy Order <b>Mandatory</b>	10/1/22			
Girls State Reservation	10/1/22			
Girls State Application and Fees	3/31/23			
Unit Data Form (Where to send Dues, Amount) <b>Mandatory</b>	4/30/23			
Donations/Membership for Book of Reports <b>MPMC</b>	5/9/23			
Delegate/Alternate Certification & Fees Convention <b>Mandatory</b>	5/9/23			
Certification of Unit/District Officers <b>Mandatory</b>	Immediately after Election			
Poppy Financial Report <b>Mandatory</b>	6/2/23			
<b>MANDATORY AUDIT &amp; TAX FORMS:</b> <b>COPIES DUE TO DISTRICT PRESIDENT NLT 9/30/22</b>				Date Sent
<input type="checkbox"/> Unit Audit Report NLT 9/30/22 (signed by Unit President and all members of Audit Committee)				
<input type="checkbox"/> IRS 990N e-postcard or other 990 long forms required for all units NLT 9/30/22 <input type="checkbox"/> CA FTB 199N e-postcard or 199 long forms required for all units NLT 9/30/22 <input type="checkbox"/> Attorney General Registry of Charitable Trusts RRF-1 required for all units NLT 9/30/22 <input type="checkbox"/> Attorney General Registry of Charitable Trusts CT-TR-1 required for all units NLT 9/30/22 <b>Note:</b> The AG CT-TR-1 instructions state on the form that "special events" are one-time events (not your annual or ongoing events and fundraisers, which should be put on their form under program income).				



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## Donation/Payment Transmittal Form

Name: \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**All checks should be made payable to the ALA, Dept of California and sent to the below address**

*\* These donations will appear in the Department Convention Book of Reports*

*The following Restricted Donations must be combined on a SINGLE check*

Program	Check #	Date of Check	Amount
* Americanism (GF42409)			
California Disaster Fund (GF42426)			
Junior Activities (GF42513)			

***The following items can be included in the above check, but must also include the proper form:  
Unit Fidelity Bond (Due 2024), District Fidelity Bond, In Loving Tribute, President's Club, Live Unit (ALAMIS),  
and Bi-Monthly Mailings***

*The following Girls State donations may be combined on a SINGLE check*

Program	Check #	Date of Check	Amount
Girls State Donations Strictly for donation only (GS43515)			
Girls State Enrollment Fee (GS43517)			
Girls State Registration Fee (GS43518) Complete Registration online			

*The following Poppy donations may be combined on a SINGLE check*

Program	Check #	Date of Check	Amount
Poppy Strictly for Donation only (PF44504)			

***The following items can be included in the above check, but must also include the proper form:  
Poppy Order***

ALA, Dept of CA 115 California Blvd Ste 251, Pasadena, CA 91105  
CC Department Treasurer Susie Tozier stozier92040@yahoo.com

*The following Welfare donations may be combined on a SINGLE check*

<b>Program</b>	<b>Check #</b>	<b>Date of Check</b>	<b>Amount</b>
* Children and Youth (WF48621)			
Children and Youth TFA (WF48624)			
* Education (WF48731)			
* Past Presidents Parley (WF48841)			
* Patient Remembrance and Gift Shop (WF48503)			
* Veteran's Affairs & Rehabilitation (WF48501)			
Veteran's Affairs & Rehabilitation TFA (WF48505)			

*The following items can be included in the above check, but must also include the proper form:  
Poppy Seal Orders, Department President's Special Project (WF48505)*

ALA, Dept of CA 115 California Blvd Ste 251, Pasadena, CA 91105  
CC Department Treasurer Susie Tozier [stozier92040@yahoo.com](mailto:stozier92040@yahoo.com)



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## Application for President's Club (GF2418)

Name of Individual: \_\_\_\_\_

Name of Unit/District: \_\_\_\_\_  
Name of President if this is a Unit/District Donation

Unit # \_\_\_\_\_ District # \_\_\_\_\_

Is this a Renewal? \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Donation: \$ \_\_\_\_\_

Do you want a charm? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Earmark Check: President's Club**  
**Make checks payable to ALA, Dept of CA**  
**Include Unit and/or District number on all checks**  
**Mail to the below address**

Thank you for your continued support of the American Legion Auxiliary  
Department of California