

STANDARD OPERATING PROCEDURE

THE POST 522 LEGACY OF SERVICE FUND American Legion Post 522 • Hubertus, Wisconsin

Document Identifier:	SOP-POST522-LOSF-001
Effective Date:	October 12, 2026
Approved By:	Post 522 Executive Committee & Post Commander
Scope:	Post 522 Community Grants

1. PURPOSE & OBJECTIVE

1.1 This Standard Operating Procedure (SOP) formalizes the administration, governance, evaluation, and disbursement of The Post 522 Legacy of Service Fund.

1.2 Established by American Legion Post 522 in Hubertus, WI, the Fund serves to honor the legacy of military veterans by investing in the local community.

- Community Grant Program: The Community Grant Program (for local non-profit projects, youth groups, or community initiatives).

1.3 The primary mission is to foster the American Legion's core pillars of Americanism, Children & Youth, and Community Support within Washington County and surrounding school districts.

2. GOVERNANCE & COMMITTEE STRUCTURE

2.1 The Fund shall be governed by the Post 522 Legacy of Service Fund Committee (hereafter, 'the Committee').

2.2 The Committee shall consist of exactly five (5) voting members in good standing with Post 522:

- Committee Chairperson: Appointed by the Post Commander; oversees meetings and coordinates application intakes.

- Post Finance Officer: Manages the designated account, tracks allocations, and executes disbursements.

- Post Adjutant: Acts as Secretary, recording minutes, maintaining blind files, and managing records.

- Two (2) Members-at-Large: Appointed annually from the general Post membership to provide objective review oversight.

2.3 All recommendations made by the Committee regarding major policy adjustments or final annual fund allocations must be submitted to the Post 522 Executive Committee for final ratification.

3. COMMUNITY GRANT PROGRAM ELIGIBILITY & MANDATES

3.1 Eligible Entities: Applications are limited to registered 501(c)(3) organizations, local public schools, youth scouting groups, or civic programs operating directly within or benefiting the Hubertus/Richfield/Germantown area.

3.2 Prohibited Use of Funds: Grants shall not be awarded for political lobbying, partisan campaigns, individual personal financial relief, or general operational overhead completely unrelated to a specific community project.

3.3 Submission Package: Organizations must submit American Legions Post 522 Community Grant Request form by the deadlines listed under subsection 4.1. This form is located on the American Legion Post 522 website under Menu/ Community Grant Program. In-person requests are also greatly encouraged. Completion of the form is required for both online and in-person requests. Note: In-person requests can be submitted at any time during the year to the Post 522 Legion assembly.

4. SELECTION TIMELINE & BLIND EVALUATION PROCESS

4.1 Annual Operational Timeline (Biannually):

- March 31st/ October 31st: The committee will meet twice a year to review online submitted grant requests. Note: This does not apply to in-person requests as noted in subsection 3.3.
- Firm deadline for all application submissions (postmarked or digitally timestamped). Email Date/ Time stamp is also acceptable
- April and November Monthly Legion Meetings: Review and present community grant requests to the general Legion assembly for a vote. Approved requests will be paid NLT May/ December 15th.

5. FINANCIAL DISBURSEMENT & CONTROLS

5.1 Segregation of Funds: All capital belonging to The Post 522 Legacy of Service Fund must be maintained within a dedicated, restricted ledger account managed by the Post Finance Officer, separated entirely from general Post bar, facility, or operational operational funds.

5.2 Grant Disbursements: Grant allocations shall be issued to the recipient organization in full upon signed execution of an award covenant detailing progress reporting requirements. No checks will be issued directly to individuals.

5.3 Accountability Report (optional): Post 522 prefers grant recipients to submit a final report to the Committee within 12 months, detailing exact project outcomes and attaching receipts

matching the funded budget items. This report will factor in decision making for continued grant requests.

6. AMENDMENTS & REVIEW

6.1 This SOP shall be reviewed every two (2) years by the Committee to ensure alignment with financial capacities and community needs.

6.2 Amendments to this policy require a majority vote of the Committee followed by a two-thirds (2/3) approval vote of the Post 522 general membership present at a scheduled monthly meeting.

7. OFFICIAL RECORD OF EXECUTION

By signing below, the leadership of American Legion Post 522 ratifies and establishes this Standard Operating Procedure as the binding operational protocol for the Legacy of Service Fund.


Post Commander, Post 522

Date: 10/13/20


Post Adjutant, Post 522

Date: 10/13/20