

1. The Department Poppy Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. Units shall pay the Department Office eighteen cents (\$0.18) per poppy. Veterans making the poppies shall receive ten cents (\$0.10) per poppy. The balance of eight cents (\$0.08) shall be designated to cover expenses of materials and administrative. (2009)
3. All Units are required to order and pay for poppies to be in good standing. Failure to comply shall disqualify a Unit from being seated at convention. New Units that are in the chartering process will not be required to order poppies until the following administrative year. (1999)
4. Poppies may not be ordered on consignment, but may be ordered on credit and must be paid for immediately after distribution. Units shall forward ten percent (10%) of the net proceeds of poppy receipts to the Department Office with a Financial Report and their payment. Units shall make three (3) additional copies forwarding one copy of the Financial Reports to the Department Chairman, one to the District Chairman and retaining one copy in the Unit files. (2022)
  - a. The Financial Report shall not be submitted prior to National Poppy Day (Friday before Memorial Day) and not later than the first Friday in June. (2022)
  - b. Each Unit must file a Poppy Financial Report whether a profit was made or not. A Unit not distributing poppies must also file a report. (2022)
  - c. Failure to comply shall disqualify a Unit from convention representation. (2022)
5. Poppy funds shall conform with National American Legion and Auxiliary codes to include the rehabilitation of all veterans and/or their families, and to include hospitalized service personnel returning home and waiting to be discharged and shall also include active military personnel and their families where financial and medical need is evident. (2013)
6. Effective with the American Legion Auxiliary year 2013, Poppy Week will be replaced with May being Poppy Month. (2023)
7. Poppy orders shall be accepted only from Units of the American Legion Auxiliary. The American Legion may purchase poppies from the Units for Memorial and/or initiations only. The Poppy Order Form will be updated and available on the Department Website by August 1 and included in the Department September mailing. The Department Chairman's name, address and email shall be to be on the form. The orders shall be forwarded to the Department Chairman and Department Office by October 1. If the Unit is paying for the poppies when they are ordered, the check should be sent to the Department Office with the poppy order form. (2022)

- a. **Poppies shall be ordered in groups of 25, with 25 being the minimum number allowed to be ordered. (2024)**
- b. If a Unit fails to submit a Poppy Order Form by October 31st, the Unit will be assessed a \$30.00 fee and allocated 100 poppies. (2022)
- c. The Department Chairman will notify District Presidents and District Poppy Chairman of the Unit(s) that DID NOT order Poppies by November 10. (2022)
- d. If the \$30.00 assessment has not been paid by DEC, the Department Treasurer will send out an invoice for \$30.00 to the Units that still owe the assessed fee. The Unit shall mail a check to the Department Office by April 15. Failure to comply will disqualify a Unit from Convention Representation. (2022)
- e. Requests for additional poppy orders shall be made to the Department Chairman who will confirm the availability of extra poppies. Upon confirmation, the unit will send an additional poppy order form to the Department Office with copies of the form mailed to the Department and District Chairmen. (2022)
8. Units shall not infringe on another Unit's local area unless prior written permission has been received by the Department President or no other Unit exists in the area. (2023)
9. Units shall not enter into any agreement with other charity drives which would prohibit or curtail the Units sponsoring any annual poppy appeal.
10. The American Legion, Department of California, shall be requested to enclose Poppy publicity in their Post mail. (1988)
11. The Department and District Chairmen shall seek cooperation and assistance from both the Department and District Public Relations Chairmen for statewide and metropolitan publicity.
12. The Department Chairman shall inform the Units of available material for the promotion of the Poppy and provide the material without charge, including the A.L.A. Identification Cards to requesting Units.
13. An administrative fee of ten percent (10%) shall be transferred to the General Fund from the cost of the Poppies purchased by the Units. (2009)
14. Units shall send 10% of the amount earned from their Poppy Distribution less cost of Poppies to the Department Office. The Department Office shall total the amount of income received from all Units and shall take 10% of that amount and distribute funds equally amongst Children & Youth, Education, Past President's Parley Nursing Scholarship and Veterans Affairs & Rehabilitation budgets except when a deficit budget exists in any of these accounts. When a deficit(s) exists, the interest income and net receipts shall

be distributed to deficit accounts. The remaining balance after 10% is deducted shall be credited to the Poppy account. (2011)

## Contests

1. The Department Chairman is authorized to promote contests to stimulate an interest in Poppy Days. Contests other than those already established requiring expenditures must have the written approval of the Department President. These costs shall be charged to the Income and Expense of the Poppy Program.
2. The Department shall sponsor a Poppy Poster Contest, rules and groups conforming to National's requirements. The Chairman shall ensure that rules are sent to the Units with notification of deadline dates. Extra copies of the Rules shall be made available to Units upon request from the Department Office at no charge. Posters shall be judged on Unit level under the direction of the Unit Chairman. First place winners in each group shall be forwarded to the District Chairman for judging under the direction of the District Chairman. Only District first place winners in each group shall be forwarded to the Department Chairman for competition. The Department shall sponsor a Window Display Contest and a Convention Poppy Display Contest each year. Rules and awards for said contests shall be included in the Department Poppy Chairman's bulletin pertaining to contests. (2002)
3. The Department will not assume responsibility for the return of Convention Poppy Displays. It will be the responsibility of the individual to pick up their Poppy Display at the close of the Department Convention. (2002)
4. Miss Poppy Contest
  - a. There shall be two categories ages 6-12 and 13-18
  - b. Their term of office shall be July 1st to June 30th
  - c. Miss Poppy application is due to Department Chairman on the first Friday in June. (2006)
5. Poppy monetary prizes shall be awarded per the budget as follows:
  - a. The Miss Poppy and Little Miss Poppy 1st place awards shall be \$20.00 to each.
  - b. The Poppy poster contest shall be awarded as follows:

All categories will receive \$20.00 for 1st Place Awards. The 2nd and 3rd Place winners shall receive certificates. Categories are determined by National. (2013)

    - Class I Grades 2 and 3
    - Class II Grades 4 and 5
    - Class III Grades 6 and 7
    - Class IV Grades 8 and 9

Class V Grades 10 and 11  
Class VI Grade 12  
Class VII Students with Special Needs (2010)

## **Poppy Policies**

1. Poppy materials shall be ordered from National by the Department Office. The Poppy Production Managers shall order the necessary poppy material directly from the Department Office according to the previous year materials used. The materials shall be shipped directly to the VA Facility Representatives at the various VA Facility or address provided by the Poppy Production Managers. (2006)
2. Poppy Production Managers shall notify the Department Office and the Department Chairman of dates poppy orders were shipped to the Units as soon as possible after shipment. Discrepancies in shipments must be reported to the Department Chairman within fifteen (15) days after receipt of the poppies by the Unit or adjustments will not be made. (2010)

## **Poppy Production**

1. Production shall be placed in VA Facilities where the program and the American Legion Auxiliary rules have been accepted by the VA Manager or Director. The Auxiliary shall supervise production in all Centers including the Registration of patients. Poppy Production Managers to be appointed by the Department President.
2. Before October 1st, the Department Chairman shall make arrangements with the VA Facilities for the Poppy Production program and determine how many facilities and patients will participate. Allocations are made by the Department Chairman according to the number of poppies ordered. Four copies of the rules shall be sent/given to all VA Facilities by the Department Chairman for signature by the VA Managers or Directors, after or during arrangements for production have been completed. All copies shall be signed by the VA Facility Representative, Poppy Production Manager, Department Chairman and Department President. A copy shall be filed in the Department Office. (2006)
3. All veterans under the supervision of an American Legion Auxiliary member may participate in production of the poppies regardless of compensation. (2016)
4. Each Production Manager shall have a revolving fund of \$50.00 for payment to those veterans who have made 100 poppies or less and who are discharged, or cannot continue making poppies. Where an emergency financial situation exists under the above provisions, the Manager may pay cash for not more than 300 poppies. Triplicate receipt forms are required as specified below.
  - a. The participant's payroll shall be made by the Poppy Production Manager on forms furnished by the Department Office. Once forms are returned to

the Department Office checks will be sent to the Poppy Production Manager who shall be responsible for their distribution, according to the agreement with the VA Facility. Payrolls may be issued at the end of each week or at the end of each month, if the circumstances are warranted. When payment is in cash, a triplicate receipt form shall be signed by the patient and the Manager. One copy remains at the Facility, a copy for the files of the Manager, and a copy sent to the Department Office. (2006)

5. Each Poppy Production Manager shall be provided the names of District Presidents and District Chairmen and copies of the policies pertaining to production. A supply of shipping labels shall be given to each Manager. Prior to production, Poppy Memorial labels will be forwarded.
6. Two shipment lists shall be sent to the Production Managers indicating the number of poppies for each order, and the individual's name and address of the recipient. An amount based on the previous year's allocation shall be advanced to the Managers for shipment of poppies to the Units by most cost-effective means and charged to the Poppy expense account. (2009)
7. Patient registration may begin the first week in October and production starting as soon as possible if agreeable to the VA Managers.
8. A year-round poppy production is authorized at the WAVE Clinic San Diego, and Long Beach VAMC to give veterans the opportunity to participate in the therapeutic and incentive work programs without the pressures of a short-term production. (2016)
9. When expenses for production are necessary, the following apply:
  - a. 50,000 poppies or less: actual expenses incurred not to exceed \$45.00.
  - b. 100,000 to 550,000 poppies: actual expenses incurred not to exceed \$85.00 per 100,000 poppies.
10. At the close of production, the managers shall make an inventory (in triplicate) of all leftover materials on hand. Copies shall be sent to the Department Office, VA Facility Representatives' files, and the Department Chairman. (2006)

## **Poppy Production by Unit or Districts**

1. If there is an insufficient number of VA Facilities to produce poppies to meet the needs of all Units of the Department, the Department Chairman may ask Units and Districts to volunteer to make poppies. Units and/or Districts should contact the Department Chairman of their interest by August 1 to become Poppy Production Managers (PPM) for Units/Districts. (2022)
  - a. Volunteers do not receive pay. Veterans of Units/Districts making poppies can be paid 10 cents per poppy. The Unit/District PPM will provide a pay sheet to be filled out by both the poppy maker and the Unit PPM. A copy

will be sent to the Department Treasurer for payment, and one copy shall be sent to the Department Chairman. (2022)

2. Prior to September 30<sup>th</sup>, the Department Chairman shall make arrangements with the Units and Districts for the Poppy Production program which may include poppy making training. (2022)
3. Once units have submitted their poppy orders to the Poppy Chairman and Department Secretary, the Department Chairman will assign unit/district Production Managers to the units where their poppies are to be mailed. The location of each PPM versus the units will be considered when making the assigned area. (2022)
  - a. The Department Chairman shall send a copy of each Poppy Order to the PPM that is in the assigned area. (2022)
  - b. The Department Chairman shall notify the Department Treasurer of each PPM's supply needs. The Department Treasurer shall order the needed supplies for each PPM, requesting delivery to each PPM directly. (2022)
4. Unit/District PPMs shall keep track of poppies made on a monthly basis. The PPM will forward a monthly time sheet with the current poppy count along with the "up to date" count to the Department Chairman. The monthly count will include the names of the volunteers and hours worked. (2022)
5. The rules shall be sent/given to each Unit or District PPM for signature by the Unit and/or District PPM. Four copies shall be signed and distributed as follows; 1) Department Chairman, 2) Department President, 3) Department Office, and 4) to be retained by the Unit/District (2022)
6. At the close of production, the Unit/District PPM shall take an inventory (in triplicate) of all leftover materials on hand. Copies shall be sent to the Department Office, the Department Chairman, and retained by the PPM. (2022)

## **Reports**

1. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
2. End-of-Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)