

**QUÉBEC COMMAND - COVID-19 CRISIS**  
**EMERGENCY FUND APPLICATION PROCESS**

1. **All branches must complete an application form.** This form will be available before Thursday April 9, 2020.
2. This form should **detail their income and expenses for the month in question** as well as the amounts in the bank and any other assets. An explanatory letter can be attached to it for further explanation. The poppy fund is not considered income.
3. The branches must **submit this request form to their respective district commanders.** If it is not already done so, they will have to submit the branch's operation report as well as that of the poppy for the year 2019.
4. After verification by the district commander, the request, with its recommendation, will be sent to the Provincial President, cc 1st Vice-President / Treasurer / Executive Director. The district commander can request clarifications from the branch. Missing reports should be attached to it.
5. The committee will study the request and decide within a reasonable time.
6. The branch will be notified of the decision by email and if the request is accepted, the check will be issued in the name of the branch.

Note: The whole process should take no more than 5 working days.