****

**2025-2026 ROAR Unit Worksheet**

**Unit # \_\_\_\_\_\_\_\_\_\_ Uni Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership as of 21 June 2025\_\_\_\_\_\_\_\_\_\_\_**

**Mail to: ALA Department of Virginia**

 **P.O. BOX 6886 Richmond VA 23230**

**Only 1 check is needed to pay all ROAR citations if this form is used.**  **Please submit by 1 December, 2025**

**C. Roar Section One will be the Required Citations that all Units must fulfill**

**Mail a Check(s) for the following assessments to the Department Secretary/Treasurer**

 **postmarked by December 1st. All calculations to be based on a minimum of ten members.**

1. **Children & Youth Assessment, based on the previous year's membership. All funds derived from this assessment**

**Will be restricted to usage for Children & Youth. $1.00 per member based on the previous year’s membership**

1. **Veteran’s Rehabilitation Assessments, based on the previous membership, All funds derived from this assessment will be restricted to usage for VA&R. $1.00 per member based on the previous year’s membership**

1. **Entertainment of Veterans (minimum amount of $10.00) for hospitalized veterans. These assessments may be designated for a specific VA Medical Center.**
2. **Mail to the Department Secretary/ Treasurer postmarked by December 1st, a check for 15% of last year's poppy receipts before expenses. Mail your current year’s poppy order to the Department Poppy Chairperson, postmarked by February 1st. Units cannot order more than 500 poppies until they have paid the citations for A.1a (Children & Youth)**

**A.1.b. (Veterans Rehabilitation Assessment) A.1c (Entertainment of Veterans) A.1.e (Bonding) A.1.f (Building Fund) and A.1d (15% of Poppy proceeds).**

1. **Mail a check for $10.00 for bonding to the Department Secretary/ Treasurer postmarked by December 1st.**
2. **Mail a check for the Building Fund to the Department Secretary/ Treasurer postmarked by December 1st for one dollar**

**$1.00 per member based on the previous year’s membership**

**To remain a Unit in good standing, all ROAR citations are to be paid on time. Failure to pay will result in not being able to order poppies, losing your voting privileges and possible charter revocation.**

 Check #\_\_\_\_\_ TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_