



Cuyahoga County  
Veterans Service Commission

Ph: 216.698.2600 • Fax: 216.698.2650  
1849 Prospect Avenue • Suite 150 • Cleveland, OH 44115

To: **Congressionally-Chartered Cuyahoga County Veteran Posts/Garrisons/Camps**

From: Terry Ness/ Colleen Kehoe

Subj: Reimbursements for Memorial Day Observances

Date: 04/05/2021

---

Ohio Revised Code, Section 307.66 stipulates that the Board of County Commissioners shall annually appropriate to posts, garrisons, and camps of Congressionally-chartered veteran organizations a sum of money not to exceed five hundred dollars (500.00) to aid in defraying the expenses of Memorial Day ceremonies. Accordingly, reimbursement is allowed, up to \$500.00, to cover the costs of the following items:

- Flowers and wreaths used in Memorial Day Services. (Note: American Legion posts will purchase their own wreaths separately and not through District 13 headquarters).\*
- Flag staffs or medallion markers identifying veteran graves.
- Erection and removal of a speaker's stand, microphone, and loud speakers.
- Decorations of speaker's stand.
- Rental of chairs.
- Transportation of a band for ceremonies.

The attached Affidavit for Reimbursement of Memorial Day Expenses should be completed by all organizations desiring reimbursement for expenses incurred in Memorial Day ceremonies. This affidavit must be properly notarized and submitted with *original* receipted invoices and a statement of expenditures to the Cuyahoga County Veterans Service Commission at the address indicated on the form. In order for a post/organization to be reimbursed for these expenditures, the affidavit and all supporting paperwork must be received by the Cuyahoga County Veterans Service Commission no later than July 31, 2021.

## AFFIDAVIT FOR REIMBURSEMENT OF MEMORIAL DAY EXPENSES

STATE OF OHIO )  
 )  
 COUNTY OF CUYAHOGA COUNTY )

Before me, a Notary Public, appeared one, \_\_\_\_\_  
Name (Print or Type)

who being duly sworn his/her oath deposes and says that he/she is the Commander or Adjutant of: \_\_\_\_\_,

which is a *bona fide*, active post, garrison, or branch of any veteran organization recognized and chartered by Congress with its charter in good standing on May 31, 2021, known as Decoration or Memorial Day. He/she further states that there was expended a sum of \$ \_\_\_\_\_ (not to exceed \$500.00) for each active post, camp, or garrison, in relation to the decorating of County veteran graves and Memorial Day 2021 observances.

(Signed) \_\_\_\_\_  
Commander or Adjutant

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2019 A.D.

*SEAL* \_\_\_\_\_  
Notary Public