



## Benevolence Fund

### Policy and Procedure

#### Purpose

The purpose of the benevolence fund is to meet the member's specific needs. The fund is an officially recognized and designated as permanent fund, established by FANOGCS Executive Board. It is an approved fund designated for giving. Its receipts consist entirely of designated giving, and its expenses consist of funds disbursed for its stated, intended purposes at the direction of the Vice President, also known as Person In-Charge (PIC) who is appointed by the President.

#### Responsibility of the Person In-Charge (PIC)

The Person-In Charge has ultimate responsibility and accountability for the Benevolence Fund and will make critical decisions to disburse funds from the allocated fund according to the guidelines.

#### Income/Source

The source of income for the Benevolence Fund is through an allocated amount from the FANOGCS monthly budget and donations from members or other donors. Donations to the benevolence fund may not be earmarked for specific, individual recipients.

Benevolence Fund is a limited financial fund of \$300 budget per calendar which will be disbursed according to the guidelines until fully exhausted. Any unused amount will be carried over to the following year.

However, the Executive Board, a specific Committee or a member from the Executive Board may raise funds or solicit donations from the members or non-members and any funds raised will be added to the allotted amount to a specific recipient.

#### Recipient/Requesting Person

The Recipient/ Requesting Person is defined as a **bona fide** member of FANOGCS who is **current** with his/her dues and an active participant of any committee or any official events observed by FANOGCS. Recipient/ Requesting Person may request for benevolence assistance in behalf of his/her dependents such as spouse, significant other, children, parents or siblings.

#### Guidelines for Disbursement

The benevolence fund is intended to be a **one-time gift** only. To qualify for the benevolence fund, the recipient must be in hardship or struggling financially due to unforeseen circumstances such as;

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Original Date Created:  
1/20/21

Reviewed Dates: 2/14/21,  
2/15/21

Revised Dates:  
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- A. Costly medical condition
- B. Death in the family

Assistance from the benevolence fund is a one-time occurrence only and will not exceed \$100 per recipient.

#### **Procedure for Disbursement**

A Request for Benevolence Assistance Form must be completed and must be submitted to the PIC by the Recipient.

#### **Processing the Request**

The Request for Benevolence Assistance will be handled on a ***First Come First Serve basis***.

Request for Benevolence Assistance Form is reviewed by PIC and will be presented to the President and BOD for approval within 72 hours.

The Recipient/Requesting Person is informed of the decision within 1 week after approval.

Checks are written and disbursed directly to the Recipient/Requesting Person.

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