

**NEWCOMB CHAPTER
FINANCIAL ASSISTANCE POLICIES AND PROCEDURES**

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**NEWCOMB CHAPTER
FINANCIAL ASSISTANCE POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of these policies and procedures shall be to assist individuals who are financially burdened: personal hardship, funeral, student financial, and donation.

II. APPLICATION FOR ASSISTANCE

- A. Recipient shall be a registered voter, and must attend Planning and Chapter meeting of the Newcomb Chapter.
- B. The recipient must complete a Financial Assistance Request Form with all supporting documents attached.
- C. Financial assistance requests shall be presented to the planning meeting and approved by the community membership at a duly called Chapter meeting.
- D. The Financial Assistance is limited to \$100.00 utilizing the Chapter General Funds, based on the availability of funds.
- E. Checks shall be made payable to the individual or vendor for one time assistance within the fiscal year.

III. EXPENDITURE REQUIREMENTS AND REPORTING

- A. All expenditures shall be duly approved by the Chapter membership and included in the Chapter approved annual budget.
- B. Burial Assistance expenditures shall be presented at the next Planning and Chapter meeting for chapter membership approval e.g. in case, the request is made between the monthly Planning and/or Chapter meetings.
- C. The Chapter Administration shall make proper accounting entries for all expenditures in accordance to the Chapter's Fiscal Management Policies and Procedures Manual, and the Chapter Secretary/Treasurer to report the expenditures to the Chapter membership at the next Chapter meeting.

IV. DISBURSEMENT OF FINANCIAL ASSISTANCE

- A. Upon approval, the Administrative Assistant shall prepare the check disbursement and file all documents in accordance with the Chapter's Five Management System Policies and Procedures Manual.

V. AMENDMENTS

The Financial Assistance Policies and Procedures may be amended as deemed necessary by the Chapter Administration Staff or Chapter Officials with the approval of the Chapter membership at a duly called regular Chapter meeting.

VI. APPENDIX

- A. Financial Assistance Request Form