

Harrisonburg Unitarian Universalists (HUU)
Operational Policy

Emergency Assistance Fund

Effective Date: June 1, 2014

Approved By: Board of Trustees

From time to time HUU members or friends may find themselves in difficult financial circumstances and the HUU community may wish to provide assistance. HUU may also wish to make contributions to other groups or individuals to meet urgent or emergency needs in the broader community.

To this end, the Board of Trustees has instructed the Treasurer to establish a restricted Discretionary Fund to which charitable contributions may be made to meet emergency needs. Emergency needs that may be addressed through this fund will primarily be the following:

- Housing – rent, mortgage assistance, utilities
- Food
- Medical insurance premiums or expenses
- Car repair and transportation

The Board of Trustees must approve all expenditures from the fund. Payments will be made directly to the billing entity or service provider wherever possible rather than to the individual. Contributions to the fund may not be designated for a specific individual. Only the Board may ask congregants to contribute to the fund.

A HUU member or friend may request assistance from the fund by submitting a written request to the Board. No more than two requests in a 12-month period will be considered. The written request should include a description of the need to be addressed, the requested amount and a summary of other avenues of financial support the individual has pursued (family, friends, local assistance agencies).

Upon receipt of a request for assistance, the Moderator of the Board will seek Caring Committee input before making a decision. The Moderator may make decisions to provide assistance up to \$250 without full Board approval. Requests above \$250 require full Board approval. The Board may approve requests up to the amount available in the fund but will not draw from operating or other funds to meet a need.

This fund is not to be confused with the Dana Fund collections, which are taken the third Sunday of every month for a local non-profit organization, or with the People to People fund to which HUU contributes each year to help meet emergency needs of people in the community not affiliated with HUU.