

Instructions for Submitting
Benevolent Fraternal Assistance Application 2016-17

The Benevolent Fraternal Assistance fund was instituted to supplement a local chapter's resources to meet specific emergency needs of a member when that need exceeds the chapter's established relief fund.

- 1) Each chapter secretary should have the applications for assistance and make them available to the Worthy Matron and the Relief Committee as needed.
- 2) The Relief Committee is to review and investigate each request for relief and act on them as quickly as possible. An application for additional funds from the BFAF may be completed after the chapter has utilized their relief funds and determined it to be insufficient. The Committee should determine that the need is legitimate and that the application is completed accurately. They should obtain copies of the bills already paid by the applicant, and/or invoices needing payment. If the Relief Committee feels the need is appropriate, all members should sign the application request and submit it with all documentation to the Benevolent Fraternal Assistance Board for further review.
- 3) If the application is approved, the funds will be sent to the Chapter Secretary, and the Chapter Secretary and Chapter Treasurer will pay the indicated bills or invoices.
- 4) As with all Chapter Relief Committee activities, these applications must be kept **completely confidential**. To limit the number of Chapter members involved, it is suggested that the Worthy Matron and Secretary be on the Relief Committee.
- 5) The maximum award that may be given an applicant is \$2,000 and each applicant may obtain funds from the Benevolent Fund Board only once.
- 6) Section 137 of the Oregon OES Constitution and ByLaws has full instructions on the application process.

Benevolent Fund Board