

CFBRAA CRISIS SUPPORT POLICY

May - 2020

I. CRISIS SUPPORT POLICY

A. Purpose

1. CFBRAA seeks to help meet crisis support of alumni with resources available. Cal Farley's Inc. Alumni Support Services already addresses many of those needs. This Association seeks to avoid duplication of those efforts and effectively address additional needs.
2. The BOD, at the recommendation of both the Crisis Support Committee and the Finance Committee, may approve the transfer of operating funds to the Crisis Support fund.

B. Crisis support Resources

1. General Operating Budget

Budget funds may be used for alumni support services provided such funds are available and incorporated into the CFBRAA Operating Budget. All use of Operating Funds is subject to the Finance Policies of the Association.

2. General Crisis support Funds

Contributions and revenue may be designated specifically for Crisis Support and will be set aside in a Crisis Support fund. The Crisis Support Committee has exclusive authority to use these designated funds for Crisis Support. The Crisis Support Committee may designate some Crisis Support funds for specific or related Crisis Support needs and, with the approval of the Finance Committee, set up separate accounts for those funds (i.e. crisis support reserve; bereavement, etc.). Procedures for the use of the separate funds will be developed by the Crisis Support Committee and approved by the BOD.

3. Designated Support Funds

Individuals, groups or the Association may make contributions to the Crisis Support Fund, designated for specific needs (i.e. area disaster relief, an individual or groups crisis situation, etc.). Such designations must be approved and administered by the Crisis Support Committee.

C. Crisis support Committee

1. Members

a) The Crisis Support Committee shall consist of seven (7) to nine (9) members, nominated by the Executive Committee and elected by the BOD. The Executive Committee may elect Crisis Support Committee members to fill vacancies that arise between Board Meetings to serve until the vacancy is permanently filled by the Board.

b) Only members of the Association may serve on the Crisis Support Committee

c) The Chair of the Membership Committee shall serve as an ex-officio, non-voting member of the Crisis Support Committee.

2. Committee Responsibilities

a) The Crisis Support Committee shall be responsible for receiving and approving requests for Crisis Support Funds.

b) The Committee will work with agencies or groups receiving Crisis Support Funds to determine how needs can best be met.

c) The Committee will work with individuals or groups who desire to set up designated support endowments to meet both the requests of the donors and the guidelines of the Association.

d) The Committee will administer the distribution of Crisis Support Funds in compliance with the Policies of the Association.

e) The Committee will consider applications submitted for use of Crisis Support Funds and determine which applications will be approved.

f) At any time where the deliberations of the Committee shall knowingly involve providing financial support to a family member of a Committee Member, that Committee Member will abstain from all participation until consideration of the family member is completed. (Family member includes in-laws, step family members or relatives once removed.)

g) The Committee may vote to have Committee members abstain from participation in consideration of requests if the person considered is a significant relationship.

h) The Committee may not take action without a quorum present. All vote percentages in this policy refer to the number of members present at an official meeting. The Chair of the meeting may vote.

i) The Committee will provide reports to the BOD (at board meetings) and at the General Membership Meeting. Reports will reflect number and types of needs met without identifying individuals helped.

j) The Committee will provide reports as requested to Crisis Support Fund donors.

k) The Committee will work with the Cal Farley's Alumni Support Services personnel in meeting needs and developing report information. All applications will be forwarded to the Cal Farley's Alumni Support Services personnel prior to final decision.

3. Terms of Service

Members may serve three-year terms with approximately one third of the Committee rotating off each year. Members may serve up to three consecutive terms.

D. Distribution of Crisis support Funds

CFBRAA seeks to raise and provide financial resources to assist alumni in times of need. Distribution and administration of Crisis Support Funds requires serious and significant effort; including determining validity, extent and amount of needs to be met, other resources available, agencies and associations equally or more qualified to meet the needs, affordability and priority of requests to be met.

1. It will be the practice of the Crisis Support Committee to make no more than 50% of the funds available in the Association Crisis Support Funds for any individual Crisis Support Request. The amount of the reserve of the Crisis Support Fund will not be published except to the Crisis Support Committee and the BOD.

2. Since Cal Farley's Inc. has the infrastructure in place for properly administering and distributing funds for alumni support, the Association may choose to make funds available, per the recommendation of the Crisis Support Committee to Cal Farley's Inc, designated for Crisis Support. Where appropriate, requests for alumni support will be directed to Cal Farley's Alumni Support Services.

3. The Committee may authorize payment to institutions or agencies providing assistance to the individuals or families. Payments may be made directly to applicants only if:

- a) it is deemed by the Committee to be the best way to meet the crisis situation; and
- b) it is the approved recommendation of the Crisis Support Committee; and
- c) the payment is approved by at least two Finance Committee members.

4. Recommendations for disbursement will be submitted to the Treasurer or the Treasurer's designee, with a record of the vote taken authorizing the disbursement, including names of all those voting.

E. Process for handling Crisis Support Applications

1. Applications will be submitted to the Chair of the Crisis Support Committee or the person designated by the Committee to accept the applications. There may be occasions where the applicant is not able to generate an application and someone else, including a Crisis Support Committee member or other individual, may fill out and submit the application. A Crisis Support Application is required for the Crisis Support Committee to consider providing assistance.
2. The Crisis Support Committee Chair or the designated person of the Committee will check the application for validity and contact the applicant, if deemed necessary, to check for additional information.
3. The Crisis Support Committee Chair or their designee will assign responsibilities for vetting and addressing questions
4. A Summary of the application will be sent to the Crisis Support Committee and the Executive Director via email. All Committee members are to “reply to all” with their questions and recommendations.
5. . After the vetting process is complete and all questions and recommendations of the Committee members have been addressed, all Committee members will be sent a copy of the application and the gathered support information
6. The Committee will vote on the request via email or conference call. The official vote will be recorded and forwarded to the Executive Director with results of the Crisis Support Committee’s recommendations.
7. The Executive Director will carry out the recommendation of the Committee, or simply file the application for the record if no action is recommended or applicant has been referred to another source for support.
8. The Crisis Support Committee Chair or their designee will contact the applicant and inform him/her of the Committee’s decision.

F. Procedures for Considering Applications

1. A primary condition of all applications is availability of funds. If Crisis Support Funds are not available to provide the assistance needed, the Committee may:
 - a) Petition the Association for additional funds
 - b) Recommend to the Association that means be taken to raise additional funds
 - c) Reject consideration of approving the application

2. If funds are available, the following procedures should be used to determine whether an application should be approved
 - a) How critical is the situation
 - (1) Is it a matter of life and death?
 - (2) Is the health and well-being of either the applicant, children or family members, in jeopardy?
 - (3) Is it necessary to providing for personal and family livelihood?
 - (4) How time-sensitive is the situation? How much time does the Committee have to act on the application?
 - b) Who and how will the application be vetted?
 - (1) What questions need to be addressed?
 - (2) Who will do the vetting?
 - c) Will approval of the application effectively remedy the situation?
 - (1) Does this only prolong the situation of provide only temporary relief which will clearly be needed again?
 - (2) Are there other issues that must be addressed for assistance to be truly helpful? If so, are those issues being addressed?
 - (3) Has the individual requested / received assistance for the same or similar needs in the past? If so, why is the need either still or again present?
 - (4) Will approving this application have a long-term, positive effect on the well-being of the applicant?
3. What impact will approval of the application have on handling future applications?
4. Could the situation be addressed by some means other than approval of the application?
 - a) Are there other means clearly available, to address the situation which would be more effective than approving the application.
 - b) Would it be appropriate to provide more limited or more extensive support than in the application?
5. How shall the Committee convey its decision to the Applicant?
 - a) Who will contact and explain the decision of the Committee to the applicant?
 - b) What recommendations or conditions does the Committee have for the applicant?

G. Committee Guiding Principles

1. All Crisis Support Applications are considered important and time-sensitive until determined otherwise. Committee members should make efforts to promptly respond to requests. If a Committee member is not able to receive requests via email, he/she should notify the Committee Chair and arrange for alternative means of communications.
2. Applications are considered individually. While it may be helpful to consider how previous situations were addressed, those situations do not dictate how other situations are to be addressed
3. The Committee will not practice discrimination for approving or disapproving applications based on race, color, religion (creed), gender, gender expression, age, national origin disability or sexual orientation,
4. The Committee will keep the information about the applicants confidential.

H. Bereavement Support Policies

1. CFBRAA recognizes the crisis situation of families when a former resident of BR/GT, or their immediate family member passes away. Bereavement Assistance is for the purpose of helping those who do not have the verifiable means of covering the expenses of the deceased. This support is not intended to cover any expenses that the family is able to cover.
2. Upon receiving a Crisis Support Application, the Crisis Support Committee will seek to assess the means by which the Association can assist the alumnus and/or the family members in bereavement situations. Consideration will be given to the ability of family members to cover costs associated with the funeral and burial; involvement of other family members or agencies in assisting in the crisis; wishes and needs of family members and resources available. The following procedures are provided for the Crisis Support Committee in dealing with requests for bereavement assistance.
 - a) Upon receiving an application, CFBRAA will work with Cal Farley's to determine how the Association might best meet the needs of the family. A majority vote of the Crisis Support Committee is required for approval.
 - b) To help provide bereavement assistance the CFBRAA may draw upon the Bereavement Support Fund set up in the CFBRAA Foundation by a simple majority vote of the Crisis Support Committee.
 - c) The Finance Committee may consider replenishing the Bereavement Support Fund as a part of the annual budget process.