The Retired Firefighters of Washington has a Benevolence Fund, and we take donations to help members, or their referrals, with small donations for needy grantees. If you want to donate, send a check or cash to 637 NE Haugen Street, Poulsbo, WA 98370 with a note that the donation is for the Benevolence Fund. If you have questions about our program, please feel free to give me a call at (360) 710-9375.

If you are a member in need, or would like to submit a member referral, please feel free to fill out the Request For Assistance Form in our policy and mail it to me at the address above.

Our Benevolence Fund Policy and Request For Assistance Form are set forth below:

## RETIRED FIREFIGHTERS OF WASHINGTON BENEVOLENCE POLICY

#### WHO CAN BE HELPED?

Benevolence assistance will be provided to any member of the RFFOW, or referral from the same, who meets the requirements, when it is determined the member is "in need." The focus is on an item or service which would improve the grantee's quality of life.

#### **BENEVOLENCE COMMITTEE**

A Benevolence Committee, composed of the President and Board of Directors, will review and make a determination for compliance with policies and will be responsible for final approval of the financial assistance. The Benevolence Committee shall determine what the assistance is for and in what amount, after due consideration of the amount requested.

#### CONFIDENTIALITY

The member receiving assistance may request confidentiality.

#### **ELIGIBILITY**

Benevolence assistance is only available to members in good standing with the RFFOW, or referrals from such members.

#### **PROCESS**

A member, or representative of a member, seeking assistance for a grantee should take the following steps to request assistance.

- 1. Complete a "Benevolence Assistance Form."
- 2. Within a reasonable amount of time from first receiving the request the Benevolence Committee will determine if the need meets the criteria for assistance and verify the amount of assistance.
- 3.Applicants are required to comply with all directions and instructions given my the Benevolence Committee or they will forfeit their opportunity for assistance.
- 4. Disbursement will be in the form of a check to a grantee or a service provider.

5. Records of assistance will be kept for Benevolence cases.

#### **BENEVOLENT NEED CATEGORIES**

The stated purpose of the fund is to improve the grantee's quality of life by providing financial assistance for an item or service.

Needs that are not considered eligible include, but are not limited to:

- 1.Credit card debt
- 2.Fines
- 3.Legal fees
- 4.Loans

#### DISBURSEMENT

The RFFOW Benevolence Fund is intended to be a one-time gift. In extrodinary circumstances, the Benevolence Committee may decide to help more than once.

Those receiving assistance must be willing to give the Committee permission to follow up on assistance information given to the Committee.

# RETIRED FIREFIGHTERS OF WASHINGTON BENEVOLENCE FUND REQUEST FOR ASSISTANCE FORM

Please fill out and submit the following form to request Benevolence assistance from the RFFOW.

#### **GRANTEE INFORMATION:**

First Name:
Last Name:
Mailing Address:
City, State:
Postal Code:
Phone:

Email Address:
Preferred method of contact:
If a representative requests assistance, provide their contact information here:
First Name:
Last Name:
Mailing Address:
City, State:
Postal Code:
Phone:
Email Address:
Preferred method of contact:

### **DETAILS AND NATURE OF REQUEST:**

What item or service is being requested?

Description of the circumstance for the need.
What is the amount and nature of the financial assistance requested?
Why do you think this request should be granted?
Is there anything else you feel we should know about this request.