



TIÍS TSOH SÍKAAD CHAPTER

FINANCIAL ASSISTANCE POLICIES AND PROCEDURES

I. PURPOSE

The purpose of the Chapter Financial Assistance Policy and Procedure is to assist individuals who are financially burdened: medical emergency, funeral and burn-out.

II. APPLICATION FOR ASSISTANCE

- A. Recipient shall or had been a registered voter with Tiis Tsoh Sikaad Chapter.
- B. The recipient must complete a Medical Financial Assistance Request Form or Funeral Expense Request Form with all supporting documents attached.
- C. The Funeral Assistance is limited to \$150.00 utilizing the Chapter General Funds, based on the availability of funds. Checks will be made to vendor.
- D. Medical Financial Assistance is limited to \$200.00 utilizing the Chapter General Funds, based on the availability of funds. Only applies to wife, husband, parents and legal guardianship or power of attorney. Receipts shall be submitted back to administration for audit purposes. Assistance will occur only **once** on a fiscal year basis. Recipient will have to attend the Planning and Regular Chapter Meeting to request for assistance.
- E. Burn-out assistance is limited to \$150.00 utilizing the Chapter General Funds, based on the availability of funds. Check will be made to homeowner. Recipient will have to attend the Planning and Regular Chapter Meeting to request for assistance.

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. Medical Financial Assistance and Burn-Out Assistance requests shall be approved by Chapter Officials and Chapter membership at a duly called Regular Chapter Meeting.
- C. The Chapter administration shall make proper accounting entries for all expenditures in accordance to the Chapters Fiscal Management Policies and Procedures Manual, and the Chapter Secretary/Treasurer to report the expenditures to the Chapter membership at the next Regular 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 Chapters 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

**TIIS TSOH SIKAAD CHAPTER
MEDICAL FINANCIAL ASSISTANCE REQUEST**

TO : Tiis Tsoh Sikaad Chapter Administration Staff
Tiis Tsoh Sikaad Chapter Officials

FROM : _____
(Must be current registered voter of the Tiis Tsoh Sikaad Chapter)

DATE : _____

I am requesting financial assistance from Tiis Tsoh Sikaad Chapter in the amount of
\$ _____.

FOR THE FOLLOWING INDIVIDUAL:

(Name of Payee)	XXX-XX- (Social Security No.)
(Address)	(Census No.)

MEDICAL FINANCIAL ASSISTANCE IS NEEDED FOR THE FOLLOWING REASON:

(Signature)

INSTRUCTIONS FOR PROCESSING

- 1) Complete form & submit to Chapter Administration Staff; may be subject for approval by Chapter Officials and or Chapter membership.
- 2) Receipts shall be submitted back to Chapter Administration for audit purposes.
- 3) Assistance will occur **once** on a fiscal year basis.

**TIIS TSOH SIKAAD CHAPTER
FUNERAL FINANCIAL ASSISTANCE REQUEST**

TO : Tiis Tsoh Sikaad Chapter Administration Staff
Tiis Tsoh Sikaad Chapter Officials

FROM : _____
(Must be current registered voter of the Tiis Tsoh Sikaad Chapter)

DATE : _____

DECEASED NAME: _____

DATE OF DEATH : _____

WAS DECEASED A REGISTERED VOTER OF TIIS TSOH SIKAAD CHAPTER? YES NO

I am requesting financial assistance from Tiis Tsoh Sikaad Chapter in the amount of \$ 150.00. Recipient shall had been a registered voter with Tiis Tsoh Sikaad Chapter.

FOR THE FOLLOWING VENDOR:

Name of Vendor or Funeral Home

FUNERAL FINANCIAL ASSISTANCE IS NEEDED FOR THE FOLLOWING REASON:

(Signature)

INSTRUCTIONS FOR PROCESSING

- 1) Complete form & submit to Chapter Administration Staff