

DETROIT DISTRICT BENEVOLENT FUND APPLICATION PROCEDURES

1. All requests for individual assistance must be reviewed and accepted by the Board of Directors.

- Awards of up to \$500 can be approved by a simple majority of the Board membership having the authority to act.
- Awards over \$500 must be approved by two-thirds or more of the Board membership having the authority to act.

2. A request for individual assistance may only be honored when a simple majority of the board members, having the authority to act, agree that the following criteria have been met:

- The request was submitted by a qualifying individual.
- The request is made for a specific amount.
- When possible, the request is supported by written confirmation from a third party.
- The requested assistance is needed to alleviate a genuine hardship.
- The hardship was caused by factors beyond the requestor's control.
- The request for assistance was made within 30 days of the occurrence of the hardship.
- Honoring the request will not create a conflict with the interests of the Federal Government or NTEU.

3. Individual awards will be subject to the following limitations:

- Individual awards will be limited to the lesser of \$500 or the amount requested.
- No individual will receive more than two awards in any twelve month period or more than three awards in any twenty-four month period.
- The above limitations may be waived by the Board of Directors, when two-thirds or more of the Directors having the authority to act approve.

4. The Board of Directors will not routinely approve any request which requires the Benevolent Fund to take a position regarding various religious, political or legal issues. These issues include, but are not limited to items such as abortions, bail bonds, income taxes, etc. This provision may be waived, with the concurrence of two-thirds or more of the Board of Directors that have the authority to act.