



VACDE Benevolence Fund Guidelines

PURPOSE:

To aid and assist all currently employed Virginia Soil & Water Conservation District employees, who are members of the VACDE, as needed during times of financial hardships. The benevolence funds distributed will be managed by a committee appointed by an Executive Officer and will consist of a representative from each of the six Areas and shall be known as the Benevolence Committee.

LIMITS:

- A recipient of benevolence funds must be a current Conservation District employee and current VACDE member.
- The Benevolence Committee can award a maximum of \$1,000 in a calendar year. The amount of the individual award will be at the discretion of the committee and shall not exceed \$500 per recipient (depending on funding availability).
- A recipient can receive only 1 benevolence payment per calendar year.
- Hardships include, but are not limited to: illness, loss of child or spouse or district employee, accident, fire, natural disaster, unemployment of spouse.
- Both full and part time employees are eligible.

APPLICATION PROCESS:

- The employee or a person making the request on behalf of the employee shall complete the VACDE Benevolence Request Form and submit it to the current VACDE President.
- All requests will be kept confidential, but applicants should know that requests will be shared with the Benevolence Committee for review.

REVIEW PROCESS:

- Upon review of the request, the Benevolence Committee shall make a recommendation for funding of the request to the VACDE President. A Committee member shall prepare and submit a memo listing the names of the Committee members and the Committee's decision regarding funding amount awarded and send it to the current VACDE Treasurer for payment.
- The Committee shall provide the recipient/applicant a letter advising them of the decision regarding the request.

PAYMENT PROCESS:

- Payment will be in form of a check.
- Payment will be mailed from the VACDE Treasurer directly to the recipient.