



STAFF BENEVOLENT FUND

Policies & Guidelines

As of June 7, 2012 (revisions possible)

ARTICLE I. MISSION

On behalf of the staff of the University of Denver (DU), the Staff Advisory Council (SAC) is committed to a self-governed effort to provide appropriate relief to eligible staff members of the University who are facing financial hardship. This charitable enterprise from which such relief will be drawn shall be known as the "DU Staff Benevolent Fund".

ARTICLE II. GOVERNANCE

This fund shall be governed by the Executive Committee (EC) of the Staff Advisory Council (SAC), headed by the President of the Staff Advisory Council.

The Executive Committee shall be the President, Vice President/President-Elect, Treasurer, Secretary/Assistant Secretary, Webmaster and Past President (in accordance with Article III of the Staff Advisory Council Bylaws).

- A. The role of the President, or its delegate, shall be to:
- receive and respond to all inquiries and requests for funding from DU staff members;
 - present the request to the EC, omitting the name of the requestor if possible;
 - facilitate the decision making process. In case of a draw, the President shall have the authority to make a final decision; and
 - communicate decision to requestor.
- B. The role of the Executive Committee shall be to:
- evaluate requestor's eligibility to receive monetary support from the fund;
 - determine the appropriate level of support, based on guidelines provided in this document; and



- distribute funds to the individual(s) on behalf of the staff of DU.
- C. The role of the Treasurer shall be to:
- keep records of all funds received and disbursed by the Staff Advisory Council; and
 - assist in preparing the budget for this fund according to the University's budget schedule.

ARTICLE III. APPLICATION PROCESS

Any request for aid from the Benevolent Fund shall be made by submitting a "Staff Benevolent Fund Award Application" to the SAC President. This application shall be accessible through the [SAC Website](#) or by contacting the SAC President directly.

- The SAC President and the EC will keep requests to and disbursements from the Fund confidential to individuals outside of the EC, except as required by other University policies and procedures or by law.
- The EC shall approve or deny requests according to the criteria noted in the following section, and to the extent that funds are available.
- Decisions of the Executive Committee are final.
- The person requesting assistance will be notified of the EC's decision by the President of the SAC, or their delegate.
- Upon approval of the request for assistance, funds shall be made payable directly to the beneficiary.

ARTICLE IV. ELIGIBILITY CRITERIA

The Executive Committee evaluates employee requests and makes decisions regarding disbursement of funds according to the following criteria:

- Requestor must be a full-time or part-time appointed employee of the University of Denver.
- Requestor's need for financial assistance must be directly attributed to, or caused by "undue hardship" which is hereby defined as circumstances peculiar to the employee's situation, not deliberately caused by the employee, which are of such magnitude or severity that it is unlikely that the employee has sufficient resources to reasonably expect a favorable outcome.



- Undue hardship may include, but is not limited to, unforeseen expenses caused by medical emergencies, family emergencies, and acts of nature.
- Common life occurrences that would not in and of themselves be undue hardship include routine car and home repairs/maintenance, car accidents, legal fees and living beyond one's means.

ARTICLE V. AWARD CRITERIA

Awards shall not exceed \$300 per recipient and shall not be requested or awarded more than one time by, or on behalf of any recipient.

- The award shall not aim to cover the full costs of the event giving rise to the request. The goal is to help alleviate some of the burden. In general, the goal is to provide to the requestor up to fifty percent of the cost, but shall be limited to the following:
 - The award shall not exceed \$150 for requests related to assistance with bills, such as utilities, personal property damage, or personal property replacement.
 - The award shall not exceed \$300 for requests related to assistance with medical and death related costs, such as funerals, and non-covered essential medical procedures. This includes costs generated by family members.

Disbursements may be subject to applicable taxes and withholding. It is the recipient's responsibility to ensure that funds received are adequately reported to the IRS.

ARTICLE VI. NON-DISCRIMINATION POLICY

The DU Staff Benevolent Fund adheres to the non-discrimination policy of the University of Denver.