



Westside Unitarian
 Universalist Church
 901 Page Ave.
 Fort Worth, TX 76110

WUUC Policies and Procedures

Title	In Reach Fund Administration Policy	
Number	F.6	
Purpose	To establish guidelines for disbursements from the In Reach Fund.	
Scope	This policy will apply to all disbursements from the In Reach Fund.	
Definitions		
References		
Appendices	None	
Author	Pastoral Care	
Approval Dates	Origination:	Unknown
	Last Revision:	5/18/2016
	Last Reviewed:	
	Next Review Date:	7/1/2021

Policy on Administration of In-Reach Fund

I. General Guidelines:

1. Donations to the In-Reach Fund may not be designated to a specific individual.
2. In general, information on the amount of money disbursed to recipients of the Fund shall remain confidential within the Chaplain's Corps, the Treasurer of the Board of Directors, and the Audit Committee.
3. Information on individuals who have requested funds shall remain confidential within the Chaplain's Corps. The Treasurer shall only be notified of a request only if funds are going to be dispersed.
4. The Treasurer shall provide monthly reports of the balance and activity to the Chaplain's Corps.
5. The amount of money in the fund is a matter of public record, and any member desiring information on the current balance and Fund activity can contact the Treasurer for the latest financial statements.
6. The Chaplain's Corps shall provide the Board of Directors an annual report, summarizing the amount of money disbursed and the number of individuals assisted. This report also may include any In-Reach Fund concerns the Chaplain's Corps wants the Board to be aware of.

II. Eligibility and Application Process

1. To be eligible for funds, the applicant must be a member or Friend in good standing of the church.
2. A "member in good standing" is defined as someone who is an official member or Friend of the church, and who has made meaningful contributions of his or her time, abilities and/or finances to the church for at least the most recent six months.
3. As the definition of a "member in good standing" is by nature subjective, it shall be the responsibility of the Chaplain's Corps to determine whether an individual meets this criteria.
4. In the event there is disagreement as to whether an applicant qualifies as a "member or Friend in good standing," the Chaplain's Corps shall hold a vote. A two-thirds majority will be necessary to approve the applicant.
5. To request funds, the applicant shall send a short communication to the Chaplain's Corps, explaining the need for the funds and the amount requested.
6. Barring unusual circumstances (e.g. a disabling illness), the request for funds should be submitted by the individual who will be receiving the funds.
7. Members of the Chaplain's Corps are not eligible to apply for In-Reach Funds.
8. Chaplain's Corps members who resign from the committee must wait 30 days before applying for funds.

III. Purpose of Funds

1. Individuals may request funds for any purpose they desire. However, the Chaplain's Corps' emphasis should always be on granting requests that are urgent and relevant.
2. Examples that are not likely to fit this criteria include: Someone who went on a shopping spree and accumulated excessive credit card debt; someone wanting to buy a new car; someone wanting to hire an attorney to help them settle a property dispute.

IV. Amounts and Frequency

1. There is no limit on the amount the Chaplain's Corps may vote to give an applicant in response to a request.
2. However, before granting a donation exceeding \$999, as a courtesy, the Chaplain's Corps chairperson shall notify the President of the Board of the Chaplain's Corps' decision and the amount to be given.

3. Similarly, there is no limit on the number of times an individual may request In-Reach Funds.

4. Decisions of the Chaplain's Corps regarding donations shall be final.

V. Disbursement

1. Funds will be disbursed by the Treasurer.

2. To the fullest extent possible, the Treasurer shall disburse the funds in such a way to minimize the opportunity for misuse of the money. For example, if the applicant plans to use the money to pay utility bills, it is strongly preferred that, instead of giving the applicant the cash, the treasurer write a check directly to the utility companies.

Summary

It is understood that no policy can cover every possible scenario. Therefore, it is the responsibility of the Chaplain's Corps to always act as good stewards of the In-Reach Fund, continuously exercising the best judgment in regard to the appropriateness of each application, the amount to be awarded and the number of awards a member may receive.