

Please read the following to learn more about our emergency relief fund.

Purpose

The AREA Emergency Relief Fund is established to serve as a depository for monies donated for the provision of financial assistance to active AAFES employees who are impacted by natural disasters. Donations to the Fund may be tax deductible.

Mission

To provide for the collection and disbursement of monies donated to support the financial needs of active AAFES employees impacted by natural disasters, as defined below.

Definition

A natural disaster is any event that causes widespread damage to property, such as earthquake, flood, hurricane, tornado, snowstorm, ice storm, or wildfire.

Application

This policy is applicable to AREA, and to all AREA Chapters.

Procedures

SECTION 1: AUTHORITIES. The AREA President will appoint an AREA Emergency Relief Fund Account Manager. The Account Manager will establish an account with a financial institution to facilitate deposits and withdrawals. The account will be established requiring the signature of the Account Manager or the AREA Treasurer for each disbursement. The Account Manager will also ensure that all IRS requirements for tax deductible donations are met. Any reasonable banking, mailing, or copying fees incurred from the administration of the AREA Emergency Relief Fund will be charged to the Fund.

SECTION 2: DISASTER NOTIFICATION. The AAFES Human Resources (HR) Directorate will consolidate requests for disaster relief funds and notify the AREA President, or designee, of the occurrence of a natural disaster adversely affecting any AAFES associate. AREA will honor all requests that fit into our definition of natural disaster if at least two or more AAFES associates in the grade of pay band 3 or higher have voluntarily agreed to disburse the funds collected in accordance with AREA policy outlined in the following paragraphs. At the same time, AREA will automatically request AAFES to electronically notify all AAFES associates of the opportunity to make donations for the benefit of victims of this natural disaster. AREA members may also solicit contributions to the disaster relief fund from the general public and the business community. All donations should be sent to the designated address for the AREA Emergency Relief Fund. The Account Manager will ensure that HR has the current address of the AREA. Upon receipt of donations, the AREA Account Manager will record on the appropriate form the name and address of each donor, the amount of the respective donation and the date received.

SECTION 3: CHAPTER NOTIFICATION. Wherever there is an active AREA Chapter in the proximity of the disaster, the AREA President, or designee, will notify the Chapter President who

may solicit donations from the general public or corporate community and assist in the relief effort. In such cases, the Chapter President will provide a brief summary report to the AREA President outlining Chapter involvement.

SECTION 4: DISBURSEMENT. When authorized by the AREA President or designee, the Account Manager will disburse all collected funds for a particular disaster to the on-site volunteer funds disbursing committee (the Fund Committee). The on-site volunteer funds disbursing committee will unanimously determine the appropriate use and equitable distribution of all funds and will record the name, exchange, and amount distributed to each recipient in a reportable format every 30 days until all funds are expended. The Fund Committee will include copies of receipts for all disbursements from the fund with their report. A copy of the report must be furnished to the AREA President within 30 days of the last disbursement or expenditure.

SECTION 5: AUDITING. The AREA Emergency Relief Fund is subject to customary auditing principles and procedures performed by the AREA auditor.