

**WILLIAM J. JERNICK MEMORIAL FUND
AID REQUEST FORM**

Submitting Lodge Name & Number: _____

Lodge Contact: _____ Phone Number: _____

Approved by Lodge: _____ Date: _____

Amount of funds requested: _____

Name of Aid Recipient: _____ Age: _____

Mailing Address: _____

Explain any relationship of Recipient to an Elk or our Elks Organization: _____

Explain nature of the situation and the aid requested: _____

What aid is the Lodge providing? _____

If the funds provided by the Lodge and the WJJMF do not meet the total aid requirement, how and by whom are the additional funds being raised? _____

Who will hold the donated funds and insure that the donated funds are used for the purpose stated? _____

Approvals:

Lodge Exalted Ruler: _____ Date: _____

District Chairperson: _____ Date: _____

State Chairperson: _____ Date: _____

Board Director: _____ Date: _____

Dollar amount approved: _____ Check No. _____

WILLIAM J. JERNICK MEMORIAL FUND
DISTRIBUTION OF FUNDS & SELECTION CRITERIA

FUNDS AVAILABLE FOR DISTRIBUTION

- The earnings from the FUND for a fiscal year (June 1 through May 31) are available for distribution in the next fiscal year. All earnings are to be distributed or assigned for distribution during that year.

ALLOCATION OF FUNDS FOR DISTRIBUTION

- The earnings of the FUND are to be allocated equally between the five (5) districts of the Maryland, Delaware and District of Columbia Elks Association and Elks Camp Barrett, six (6) equal parts. Each part is available for distribution in the respective districts based on applications for aid processed from and through the lodges of the districts. The part (1/6 of the total earnings) for Elks Camp Barrett shall be distributed to the Camp to help fund the Handicap Camping Week. A district, with the consent of the Board of Directors may forfeit its share or a portion of its share in any given year with the funds then being available for distribution in the other districts.

CRITERIA FOR SELECTION OF BENEFICIARIES OF FUND GRANTS

- Only deserving youth under the age of 21 are eligible to receive a grant from the earnings of the FUND.

"Deserving" for the purposes of this criterion is defined as simply needing financial assistance to provide for treatment of a debilitating condition, to provide equipment, apparatus and/or tools to assistance with their physical and/or mental treatment or functioning, and/or to provide financial assistance for other necessities not within the financial means of the family because of the recipients condition or family circumstances.
- The WILLIAM J. JERNICK MEMORIAL FUND shall not discriminate against any applicant that meets the above eligibility requirement, nor do they have to be the relation of a member of the Order.
- Grants are intended to be a one-time grant to help those that have a specific and defined need at a specific time and not as a subsidy to an individual on a year after year basis.
- Grants shall be given freely and without obligation for repayment at any time.
- Special consideration should be given to applicants that have no insurance and/or means to help themselves financially.

APPLICATION AND DISTRIBUTION PROCESS

- Requests for aid shall be directed to the Elks Lodge in the area of the designated recipients residence.
- The Lodge shall insure that the designated recipient meets the eligibility criteria. The Lodge shall then prepare the Aid Request Form, providing all required information and any other supporting documentation, as well as the nature of any Lodge assistance being provided to the designated recipient.
- The Lodge shall approve the request for aid by a vote of the Lodge at a regular lodge meeting.
- The Lodge shall then forward the approved Aid Request Form and any other supporting documentation to the District Chairperson of the William J. Jernick Memorial Fund Committee.
- The District Chairperson shall reviews all Aid Request Forms and documentation from the Lodges of that district and with his/her recommendation, forwards them to the State Chairperson of the William J. Jernick Memorial Fund Committee.
- The State Chairperson shall review all Aid Request Forms and documentation for completeness and merit and with his recommendations forwards them on to the Treasurer of the WILLIAM J. JERNICK MEMORIAL FUND.
- The Treasurer shall review all Aid Request Forms and accompanying documentation for completeness and merit. If all documentation is not in order the Treasurer shall return the request and associated documentation to the State Chairperson to obtain the necessary information to complete the request properly. If all documentation is in order the Treasurer shall then poll the Board of Directors for approval (3 of 5 required). Multiple recipients from any district shall be selected on a first come basis, but the grant totals for any district can not exceed their 1/6th share (except when a district forfeits their share or a portion of their share). If appropriate, requests for aid may be held for application against the next years funding, when released for distribution.
- The Treasurer shall prepare the grant (check) for each approved request and return it to the State Chairperson.
- The State Chairperson shall coordinate the distribution of the grant (check) with the District Chairpersons and any other individuals from the lodge or otherwise that should be involved in the presentation of the grant.
- Appropriate publicity and/or news coverage should be coordinated with each presentation of a grant.