



DWC Family Assistance Fund Chair

The DWC Family Assistance Fund, serves to aid and assist the needy in our community. This fund seeks to fill the gap between public assistance and self sufficiency and strives to help in such a way that those in need may further help themselves.

Such help to needy individuals and families typically includes grocery store/gas/ department store gift cards, as well as full or partial payment of rent, utilities, medical expenses or child care. Typically requests come from DWC members and local community organizations, as well as local church organizations. Funds may also be used to help provide food in conjunction with other local charities. Donations from the DWC Family Assistance Fund Account can also be used to help other nonprofit organizations.

Due to the enormous responsibilities of this position, a Co-Chair is recommended. The Executive Board is always on hand to assist the Chair and Co-Chair as needed.

The Family Assistance Fund Chair/Co-Chair is responsible for:

- Receiving and processing all requests
- Submitting the application form to the requesting applicant (either in person, via e-mail, mail or fax)
- Reviewing and ensuring the DWC application form is completed with as much information as possible
- Determining if it is necessary to speak with an applicant. This may be necessary in order to obtain as much information as possible, or to assist the applicant in completing the application form
- Submitting any and all requests to the Executive Board
- Obtaining approval from the Executive Board for such requests
- Once approved, ensuring that the applicant receives the assistance as approved by the Executive Board. Such assistance can include (but not limited to) providing store gift cards to the applicant, checks payable to the applicant's utilities, landlord, etc.
- Maintaining a record of all recipient funds and submitting the completed form(s) to the Treasurer

It is important to note that this position requires the Chair/Co-Chair to possess a keen sense in judging whether or not the applicant is being honest and straightforward in their requests. In addition, the Chair/Co-Chair maintains confidentiality and respects each applicant's right to privacy, as does every Executive Board member (when reviewing and approving every applicant's request).

The Executive Board along with the recommendation of the Chair/Co-Chair discerns to the best of their ability whether to approve the applicant's request (based on all of the information provided) and does so with compassion, and careful consideration and never passes judgment on any applicant. The current balance of the DWC Family Assistance Fund also plays an important part in determining if the Club can provide such assistance. When presenting summary reports on the DWC Family Assistance Fund to the general membership at large, the applicant's privacy will be maintained. No names shall be used unless the applicant is in agreement with having their name used. If the recipient is a DWC member, then "anonymous" will be utilized in place of a first name.