



Hardship Fund

The Area hardship fund will be topped up to \$3,000 annually. In January, the fund will be topped up to \$3,000 by the Local 8920 Secretary Treasurer. This results in the top up occurring for only the funds used in the previous year and the fund having a renewed balance of \$3,000 every January. This top up occurs following the ledger paperwork being forwarded to the Local 8920 Secretary Treasurer for record keeping purposes.

The Site Treasurers in the specific Area will choose from amongst themselves, which of them will be responsible for the fund. This function could rotate amongst the Site Treasurers should the Area decide to do so. It is not mandatory that this fund is housed at the Regional site as any site in the Area can take responsibility for the function of the shared Area fund.

It is the responsibility of the Site Treasurer chosen to administer the fund to track on a ledger the incoming and outgoing monies. They will forward this information to the other Site Treasurers in the Area on a monthly basis for reporting and recording in the minutes at each Site Meeting.

A standardized hardship fund request form must be submitted upon making the request. This form will be attached to the minutes of the monthly meeting and the hardship ledger. When a member brings forward the request on behalf of a fellow worker they must ensure selection of the box on the form that indicates their fellow workers consents to the request.

Each request will be considered on a case-by-case basis and the Area can determine the amount to be spent up to the maximum of \$200 per request. Best practice would be if at all possible to support the member in need via gift cards, items, food, versus cash donations.

Individual sites have the authority under member in need to determine if in addition to the hardship fund monies to contribute from their site monies general account, which would be voted on as per the Bylaws Section 6 Voting.