

Humanitarian Fund Guidelines

Background: The Department of North Carolina (DoNC) Marine Corps League at its Spring Conference 2017 established a Humanitarian Fund line item in its annual budget that would allow for the immediate and/or short term dispersal of funds for humanitarian purposes. The fund would be budgeted at \$1000.00 annually and would be replenished every year in the new budget.

Purpose: The primary purpose is to allow for the immediate and/or short-term release of Humanitarian Funds as needed with a timely approval process. This will benefit Marines or their families in their time of need.

Disbursement Oversight: A Selection Board, consisting of elected Department Staff Officers, will be empowered to quickly approve proposed expenditures. Approval by 75% of the Selection Board will be sufficient to grant the request.

General criteria for funding consideration:

- The proposed expenditure must meet a demonstrated emergency/immediate need.
- The applying individual will provide verifiable documentation as requested by the Selection Board.
- The recipient will assure that the funds will not duplicate other organizations' financial assistance.
- Humanitarian consideration will not be given to chronic social problems or matters of a legal nature.

Payment of Funds:

- The recipient of the humanitarian distribution of funds will be determined by the Staff Officers and check(s) issued by the DoNC Paymaster.

- At no time will cash be transferred between the DoNC and a recipient.
- A cashier's check may be utilized for the convenience of the recipient.

Reporting:

- A brief report on financial activities and line item status should be submitted by the ranking Staff Officer overseeing the disbursement at the next Department meeting.
- All documentation attained for consideration of the disbursement will be turned over to the DoNC Adjutant for retention.
- Documentation of the disbursement of funds will be retained by the Paymaster.