

THE TRIPP-JONES FAMILY

BENEVOLENCE FUND POLICY

Governing the use of Tripp-Jones Family funds to support members in times of need

1. Purpose

The Tripp-Jones Family Benevolence Fund (the Fund) exists to provide compassionate financial assistance to family members facing hardship or crisis. This Policy establishes who qualifies, what situations are covered, how to apply, and how decisions are made — ensuring the Fund is used fairly, consistently, and transparently.

The Benevolence Fund is supported by a portion of the Family General Fund, as approved annually in the budget (Constitution, Article 28, Section 2).

2. Who May Apply

Any family member as defined in Article 4 of the Constitution may apply for Benevolence Fund assistance. This includes descendants of Mica Tripp and Alfred Jones, their spouses, and natural or adopted children.

Note: Officers currently serving on the Finance Committee may not vote on their own applications. The President may not vote on applications from their immediate family members.

3. Qualifying Situations

Assistance may be granted for the following circumstances:

Qualifying Situation	Examples of Assistance
Death in the immediate family	Bereavement support — funeral costs, travel, or related expenses
Serious illness or hospitalization	Medical costs not covered by insurance; care-related expenses
Natural disaster or house fire	Loss of home, belongings, or displacement
Sudden unemployment / financial crisis	Unexpected job loss causing inability to meet basic needs
Other emergencies	Any situation the Finance Committee determines warrants support

The following situations do NOT qualify:

- Routine personal expenses or debt
- Business investments or entrepreneurial ventures
- Legal fees for personal matters unrelated to a family emergency
- Situations where other assistance (insurance, government aid) is readily available and unused

4. Assistance Limits

Assistance Level	Approval Required
Standard assistance — per occurrence	Up to \$250 — approved by President + Treasurer
Enhanced assistance — per occurrence	\$251 – \$750 — requires Finance Committee approval

Assistance Level	Approval Required
Maximum assistance — per occurrence	\$751 – \$1,500 — requires full Finance Committee vote
Maximum per family member per fiscal year	\$1,500 (all occurrences combined)
Minimum Fund reserve	The Fund balance must not drop below \$500 after any disbursement

Note: Limits may be adjusted by the Finance Committee in extraordinary circumstances. Any adjustment above the maximum requires a documented Finance Committee vote.

5. How to Apply

1. Complete the Benevolence Fund Application (Section 9 of this Policy).
2. Submit the application to the President or Secretary in writing. Applications may be submitted by the family member themselves or by another family member on their behalf.
3. Applications are confidential. Only the President, Treasurer, and Finance Committee members reviewing the application will have access to it.
4. Emergency situations may be communicated verbally to the President, with a written application to follow within 14 days.

6. Decision Process

Standard Assistance (up to \$250)

The President and Treasurer may jointly approve standard assistance requests without a full Finance Committee vote. Decision within 5 business days of receiving the application.

Enhanced & Maximum Assistance (\$251–\$1,500)

5. The President presents the application (without identifying information if the applicant requests anonymity) to the Finance Committee.
6. The Finance Committee discusses and votes within 10 business days.
7. A simple majority vote of Finance Committee members approves the request.
8. The applicant is notified of the decision in writing.

7. Disbursement

Approved funds shall be disbursed by the Treasurer within 7 business days of approval. Funds may be provided as:

- Direct payment to a service provider (preferred — e.g., funeral home, utility company)
- Check made payable to the family member
- Electronic transfer (if both parties have agreed to this method)

All disbursements are recorded in the monthly financial statement under the Benevolence Fund category. No identifying information about the recipient is included in public reports.

8. Confidentiality

All Benevolence Fund applications and decisions are strictly confidential. Officers involved in reviewing applications shall not disclose the identity of applicants or the details of their situations to other family members. Violation of this confidentiality may be grounds for removal under Article 26 of the Constitution.

9. Benevolence Fund Application Form

TRIPP-JONES FAMILY — BENEVOLENCE FUND APPLICATION
CONFIDENTIAL — Submitted to President or Secretary only
Date: _____

Field	Response
Applicant Name (or 'Anonymous')	
District	
Submitted by (if not the applicant)	
Relationship to Tripp-Jones Family	
Contact Phone / Email	
Nature of the Emergency / Need	
Date of the event / emergency	
Amount Requested	\$
How funds will be used (be specific)	
Has other assistance been sought? (insurance, government, etc.)	<input type="checkbox"/> Yes — explain below <input type="checkbox"/> No
Other assistance details	
Is this request urgent?	<input type="checkbox"/> Yes — needed within 7 days <input type="checkbox"/> No

Additional information (optional):

Applicant or Submitter Signature Date: _____

Official Use Only

Field	Record
Application Received by	
Date Received	
Amount Approved	\$
Approval Level	<input type="checkbox"/> Standard (President + Treasurer) <input type="checkbox"/> Finance Committee Vote
Date of Decision	
Disbursement Date	
Disbursement Method	