

***Welcoming the Stranger's* Critical Needs Fund Purpose, Management and Fundraising**

November 2018

Background and Purpose:

- *Welcoming the Stranger* has established a Critical Needs Fund to provide financial assistance for mentees in the *Welcoming the Strangers* program. Mentors are encouraged to apply for these funds on behalf of their mentees for items such as laptop computers, small appliances, medical care, clothing, transportation, application fees for required documents, or other essential services.
- Money in the Critical Needs Fund is limited. The Steering Committee of *Welcoming the Stranger* invites additional contributions, recognizing the very modest amount currently in the Fund and the magnitude of need.
- Contributions to the Critical Needs Fund are tax-deductible. These funds are administered by Temple Beth El in Portland.

Process for *disbursing funds* to mentees:

- The WTS Steering Committee, along with Ron Kreisman, will evaluate requests for funding. Ron Kreisman is the initial point of contact for mentors desiring funding. Ron can be reached at 699-4558, or ron@kreisman.net
- Process for disbursement:
 - Mentor should complete the one-page *Stipend Request form* and email it to the Ron.
 - Ron will consult with the WTS Steering Committee co-chairs (Jill Epstein and Tony Scucci). To ensure our ability to respond to critical needs, the WTS SC will have discretion regarding all disbursements.
 - Mentors will be informed of the decision or of any additional information needed within 24 hours of receiving the request.
 - If approved, the team leader will direct Temple Beth El to execute a check to the service provider/business providing the product or service, unless truly unique reasons require the check to be made out to another party and TBE approves.