

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

September 2019

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, security deposits, legal services, translation services, 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 has appointed a 3-person disbursement team to evaluate requests for funding and make disbursement decisions. Ron Kreisman is the lead person on the team, administers the funds, and is the initial point of contact for mentors desiring funding. Ron can be reached at 699-4558, or ron@kreisman.net
- Funding to any mentee will be capped at a maximum of \$100 per mentee or mentee family in any given 6-month time period. In the event that the Critical Needs Fund has an unrestricted cash balance of \$2000 or more, the disbursement team is authorized to increase the funding to any mentee or mentee family from up to \$100 to up to \$500 in any 6-month time period, so long as (1) these disbursements do not cause the unrestricted cash balance in the Fund to drop below \$1000, and (2) the disbursement team determines that an amount greater than \$100 is justified by the request.
- Process for disbursement:
 - Mentor should complete the one-page *Stipend Request form* and email it to the disbursement team leader.
 - The disbursement team leader will consult with other two team members promptly and inform mentor 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.