

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

December 18, 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 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 disbursement team (Jill - Team Leader, Tony, and Abby) will evaluate requests for funding and make disbursement decisions. Jill will take the lead in administering the funds.
- Requests for funding will go through the WTS web site.
- Funding to any mentee/mentee family will be capped at a maximum of \$1,000 (the disbursement team is authorized to make exceptions).
- In the event the Critical Needs Fund drops below \$1,000.00, the disbursement team will confer with the WTS Steering Committee to determine next steps.
- Process for disbursement:
  - Mentor should complete the one-page *Stipend Request form* and email it to the disbursement team leader (Jill).
  - 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.