

ROUND ROCK CHAPTER GENERAL ACTIVITY FUND 01

POLICIES AND PROCEDURES

APPROVED ON PROPOSED – SENT TO DOJ

ROUN24 PROPOSED UPDATE

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Round Rock Chapter General Activity Fund Policies & Procedures

I. Establishment

The Round Rock Chapter hereby establishes the General Activity Fund Policies and Procedures to provide guidance to regulate the implementation and distribution of the available General Activity Fund. Revenues generated from Chapter xerox, fax, rental, and trash fees.

II. Purpose

The purpose is to provide a limited amount of financial assistance in the amount of ~~\$50~~100.00 for ~~eligible~~ registered ~~members~~ voter in emergency situation of the Round Rock Chapter.

III. Policies

- A. Duration of assistance shall depend on availability of funds.
- B. Revenues received shall not be used for any personal use.
- C. The Chapter Administration shall review applications for assistance.
- D. The Chapter can utilize ~~this fund~~ 01 in lieu of Chapter Official Stipend shortfall, or replenish other restricted funds, if it occurs for a need.

IV. Type of Assistances

- A. Funeral Expense: Limitation of assistance shall be no more than ~~\$50.00~~100.00 per applicant.
- B. ~~Medical Expense: Expenses related to any medical appointments, transportation, etc. with limitation of assistance shall be no more than \$50.00 per applicant.~~
- C. Emergency: Natural disaster, unforeseen event, burnout – required documents shall include police report(s).
- D. Donations: Youth and Elderly related functions, event, ~~and~~ and activity.
- E. Food Purchase: ~~For~~ for Chapter related/sponsored events (Public Hearing, Community Dinner, event/activity, etc.)
- F. Others: Depending on availability of funding and situation.

V. Roles and Responsibilities

A. Applicant

- 1. It is the responsibility of the applicant to fill out the application and return to the Chapter Administration with required documents, if needed.
- 2. Based on the availability of funds, application will be reviewed and forward for approval.
- 3. Not all request will be issued to the applicant, it will be based on the type of assistance.

B. Chapter Administration

1. The CSC/Accounts Maintenance Specialist (AMS) will verify the availability of fund.
2. The individual requestor will fill out a General Public Assistance Form.
3. The individual requestor will be a registered voter of the chapter, six month prior to request.
4. Type of assistance will be indicated as listed and approval of Chapter Official and CSC for other related emergencies.
5. ~~Invoices for propane and electrical assistance, doctor's or medicine man referral, medical appointment slips and other justifiable documents must be attached.~~
6. Amount of assistance will be \$~~50~~100.00 or less, depending on the availability of funds and invoices attached.
7. Upon approval, the AMS or designee will prepare the check payable to the vendor or individual.
8. The records are filed in the chapter's central files and maintained in accordance with the Chapter's Records Management System.

VI. Amendments

The Round Rock Chapter may amend the Policies and Procedures at a duly called meeting when deemed necessary.