

1 **1011 DOROTHY BJORK DISASTER RELIEF FUND**

2 *Adopted July 1986 – Last Revision July 2003*

3 *Re-named October 1998; Re-numbered July 2003*

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5 **.1 Purpose**

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7 The Association hereby establishes a procedure whereby it may extend assistance to its
8 members and employees to alleviate the impact of catastrophic events upon their lives.
9 Such assistance will consist of: reimbursement for uninsured loss, as determined within
10 the guidelines and procedures set forth below. Such procedures shall be implemented only
11 upon declaration of a “disaster” as outlined in .3 below.
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13 **.2 Definitions**

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15 .01 “Disaster” means any sudden catastrophic event causing great loss or destruction
16 affecting any portion of the Association’s membership, and which has been declared
17 as such.
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19 .02 “Eligible Person” means any CSEA member in good standing or any CSEA employee.
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21 .03 “Loss” means loss of real or personal property only, the replacement costs of which
22 are not covered by insurance or not reimbursable from other sources. “Loss” does not
23 include loss of income or personal or bodily injury.
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25 .04 “Displacement” means either permanent or temporary loss of the use of the eligible
26 person’s place of residence as a result of a declared “disaster.”
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28 .05 “Member of immediate household” shall mean the spouse of an eligible person and
29 other persons residing within said eligible person’s home who qualify as dependents
30 under IRS rules and regulations.
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32 .06 “Volunteer Resource Bank” shall be CSEA members and staff who may be called
33 upon to provide volunteer assistance and other goods and/or services which may be
34 necessary in lieu of or in addition to financial assistance.
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36 **.3 Declaration of Disaster**

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38 .01 The Association President, or in his/her absence the First Vice President or the
39 Executive Director, shall make a declaration as to whether any specific event consti-
40 tutes a “disaster” within the meaning of .2.01 above, and shall direct the procedures
41 as outlined herein be implemented.
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43 .02 Notwithstanding the above, if any event has been declared a disaster within the State
44 of California, either by declaration of the Governor or the President of the United
45 States, the Disaster Relief Fund Administration Committee shall automatically
46 implement all procedures herein outlined.
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1 .4 **Funding**
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3 .01 The “Dorothy Bjork Disaster Relief Fund” has been established to receive and dis-
4 burse funds for disaster assistance.
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6 .02 **Contributions**
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8 (a) The month of February of each year shall be declared “Have a Heart Month,”
9 for the purpose of encouraging chapter, member and staff donations to the
10 “Dorothy Bjork Disaster Relief Fund.”
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12 Donations may be any or a combination of the following: (1) contributions
13 from the chapter treasury upon approval of the chapter membership; (2)
14 fundraising events; (3) donations from individual CSEA members. A list of
15 identifiable contributors to the Dorothy Bjork Disaster Relief Fund for the past
16 fiscal year will be acknowledged at Conference.
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18 (b) Individual donations may be solicited at the annual conference in such manner
19 as may be approved by the Board of Directors.
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21 (c) In addition, when a disaster has been declared requiring expenditures from the
22 Dorothy Bjork Disaster Relief Fund, an emergency bulletin may be sent solicit-
23 ing additional contributions to supplement the existing voluntary fund account
24 and/or to replenish monies dispensed for the disaster, at the discretion of the
25 Disaster Relief Fund Administration Committee.
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27 (d) All contributions made by check shall be payable to “Dorothy Bjork Disaster
28 Relief Fund,” and shall be forwarded to the CSEA Executive Director or
29 his/her designee, P.O. Box 640, San Jose, CA 95106.
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31 (e) The Executive Director or his/her designee shall cause all contributions to be
32 properly recorded as to the contributor and amount, and shall acknowledge
33 receipt.
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35 (f) Disbursements from the Dorothy Bjork Disaster Relief Fund Account shall be
36 restricted to approved claims for “Damage Assistance” as authorized under
37 .9.01, below.
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39 .03 A report as to the status of the Dorothy Bjork Disaster Relief Fund shall be submitted
40 to the Board of Directors on a regular basis.
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42 .5 **Volunteer Resources**
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44 .01 A “Disaster Relief Alert” will be called in the surrounding area of the disaster to
45 recruit volunteers. The “Alert” will be by telephone tree to the appropriate chapter
46 presidents and appropriate regional representatives by the field office.
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48 .02 The “Volunteer Resource Bank” shall be established at the time of a declared disaster
49 when it is determined volunteer assistance is needed. Volunteer assistance would be
50 in such areas as special equipment, e.g. pickup trucks, etc.; special skills which may
51 be needed, e.g. carpentry, plumbing, etc.; availability of extra rooms for temporary
52 housing or storage space; etc.
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- 1 .6 **Disaster Relief Fund Administration Committee**
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3 .01 **Composition.** The Association President shall appoint a minimum of three members
4 of the Board of Directors who shall be responsible for administration of the Dorothy
5 Bjork Disaster Relief Fund. The Executive Director, or his/her designee, shall serve
6 as a staff coordinator and resource to the Committee.
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8 .02 **Functions**
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10 (a) The Committee shall administer the distribution of Damage Assistance claims
11 as outlined in .9.01, below.
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13 .7 **Eligibility**
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15 .01 **General**
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17 (a) Dorothy Bjork Disaster Relief Fund assistance shall be restricted to CSEA
18 members in good standing and CSEA employees at the time the “loss” or “dis-
19 placement” occurred.
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21 (b) Dorothy Bjork Disaster Relief Fund assistance shall only be provided upon
22 submission of application forms as approved by the Board of Directors, in
23 accordance with .02 and Policy 1010.
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25 .02 **Eligibility for “Damage Assistance”**
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27 (a) Assistance provided under .9.01 of this Policy shall only be provided for loss
28 sustained by the eligible person and/or members of their immediate household
29 as defined in .2 of this Policy.
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31 (b) Applicants for “Damage Assistance” must have suffered a minimum net loss of
32 \$2,500 to receive Dorothy Bjork Disaster Relief Fund assistance.
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34 (c) “Damage Assistance” shall only be provided upon submission of an official
35 “Damage Assistance” application form as approved by the Board of Directors,
36 which must be signed by the eligible-person-applicant and must contain all
37 requested information, including supplemental forms or information as
38 requested thereon, and be submitted within the stipulated deadline.
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40 (d) Applications received after the stipulated deadline shall automatically be dis-
41 qualified.
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43 .8 **Implementation Procedures**
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45 .01 Within five (5) working days of declaration of a “disaster,” the Executive Director or
46 his/her designee shall cause written notification to be sent to all Field Offices and
47 affected chapters within the disaster area(s), outlining the types of assistance avail-
48 able to affected members and staff and procedures for applying for such assistance.
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50 The notification shall contain information regarding procedures for obtaining and
51 submitting appropriate application forms and requests for assistance and specifying
52 deadlines where appropriate.
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- (a) The deadline for receipt of “Damage Assistance” application forms Disaster Relief Fund Administration Committee, which shall not be sooner than thirty (30) days following date of issuance of the written notification to the chapters. All “Damage Assistance” applications shall be submitted on the official application form, and shall be submitted to the Executive Director or his/her designee.
- (b) Affected eligible persons shall not be required to submit application forms to receive assistance from the “Volunteer Resource Bank.”

.02 In addition to the written notification required under .01 above, the Executive Director or his/her designee shall, immediately upon declaration of a “disaster,” provide the same notification to each affected Field Office, via telephone or electronic mail as appropriate.

- (a) The Field Director(s) within the affected disaster area(s) shall immediately notify the appropriate Area Director(s) and Regional Representatives, and shall coordinate implementation of an Alert Telephone Tree, or direct other means of rapid communication with the affected chapters, so that they will be immediately aware of the types of assistance available to their members and procedures for applying for assistance. The Field Director(s) shall also be responsible for communicating the same information to affected staff via the most appropriate means available.

If the situation warrants, every attempt should be made to utilize public service announcements on local TV and/or radio stations to advise eligible persons of CSEA assistance available and where/how to apply.

- (b) The Field Director(s) within the affected disaster area(s) shall be responsible for coordinating relief assistance from the “Volunteer Resource Bank” as may be needed in conjunction with the appropriate Area Director(s), and Regional Representatives.

.9 Administration of Claims

.01 Administration of “Damage Assistance” Claims

Within fifteen (15) days of the final deadline for receiving applications for “Damage Assistance,” the Disaster Relief Fund Administration Committee shall meet to screen applications and determine the appropriate distribution of available Dorothy Bjork Disaster Relief Funds (see .4.02), in accordance with the following procedures:

- (a) The Committee shall determine the eligibility of each applicant to receive financial assistance in accordance with the criteria established in .7 above.
- (b) The Committee shall screen all applications meeting the initial eligibility requirements and shall:
 - (1) Verify the validity of all claims presented.

Validation of loss shall be determined on information submitted with the application, including but not limited to appraisal statements, insurance adjustor’s statements, insurance claim forms, State or Federal disaster relief fund applications.

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(2) Determine the total amount of loss incurred by each individual applicant.

(3) Determine the total net loss sustained by each individual applicant, based on gross loss less insurance reimbursements or other financial assistance, **including assistance which may have been provided to the applicant from contributions raised at the Regional or Area level.**

Should the Committee determine that any applicant has sustained a net loss of less than \$2,500, such applicant shall be declared ineligible and removed from further consideration.

(4) Determine the total aggregate amount of all net losses sustained by all remaining eligible applicants.

(5) Determine the percentage of each remaining eligible applicant's net loss compared to the aggregate of all remaining eligible claimants' net losses.

(c) Based on total dollar amount of financial assistance needed, as validated by the above procedures, and the total amount available within the Dorothy Bjork Disaster Relief Fund, the Committee shall recommend to the Board of Directors, at its next regular or special meeting, the aggregate amount of funds to be allocated for distribution. In making its recommendation to the Board, the Committee may consider amounts disbursed in previous disasters for determining the aggregate amount of funds to be made available.

(d) Upon Board determination of the aggregate to be allocated, the Executive Director or his/her designee shall apply the percentage value for each eligible individual's loss as determined in .9.01(b)(5), above, to the total amount of financial assistance funds so allocated to obtain the dollar amount to be paid to each eligible applicant, except that no applicant shall receive more than the amount of the verified net loss. The Executive Director or his/her designee shall submit the proposed check distribution list to the Board of Directors for approval of payment.

(e) Within five (5) working days of Board approval, the Executive Director or his/her designee shall cause the disaster assistance checks to be issued.