

**1. PURPOSE:** This policy describes the procedures for the Military Police Regimental Association (herein referred to as Organization) Benevolent Fund Program.

**2. APPLICABILITY:** It is the policy of this organization to practice equal opportunity regarding the Benevolent Fund program and the disbursements of funds. Disbursements will be administered in accordance with this policy, the organization's bylaws and without regard to rank, status of service, race, creed, religion, sex, national origin, age, disability or any other circumstance prohibited by statute. Eligible recipients are as follows:

A. Any Soldier, Sailor, Airmen, Marine, Coast Guardsman or civilian working for or in support of the Military Police Corps Regiment.

B. Retired members of the Military Police Corps Regiment.

C. An Immediate family member of an active Standard Member. Immediate family is defined as parent, sibling and child (by blood, adoption, or marriage), spouse, legal domestic partner, grandparent or grandchild.

**3. GENERAL:** Established in 2007, the program was developed to provide financial relief to qualified applicants during an immediate and unforeseen financial hardship. Leaders at all levels are encouraged to take advantage of the program whenever they have exhausted other means to financially support the need.

**4. RESPONSIBILITIES:**

A. Soldier Programs Chair -

- (1) Oversees all disbursements.
- (2) Records the votes of the committee on all requests.
- (3) Provides an update at the Board of Directors meeting or as requested.
- (4) Promotes the program to corporate organizations.
- (5) Assists with fundraising efforts as a membership benefit.

B. Executive Director (ED) -

- (1) Oversees all facets of the program.
- (2) Verifies eligibility of recipients.

(3) Facilitates administrative staffing of all requests.

(4) Obtains and documents all approvals for disbursement from the voting committee.

(5) Endorses and administers disbursement checks.

C. Soldier Programs Committee will review all requests and make recommendations to approve or disapprove.

## **5. PROCEDURES:**

A. Requests for assistance must be made by a current member of the organization and endorsed by the chain of command at the most senior level.

B. Requests submitted by retired members of the organization who have no organizational chain of command will be thoroughly vetted by the soldier programs committee on the merits and validity of the request.

C. The recipient of a benevolent fund is not required to be a member of the organization.

D. Administrative staffing of all requests will be completed by the ED. Accompanying the request must be an explanation that provides specifically what the funds are needed for, hotel accommodations, hospital bills, family travel, etc.

E. Once received, all requests will be forwarded to the soldier programs committee for deliberation whether to grant financial relief. The committee will review all requests and make recommendations to approve or disapprove the request. A majority vote constitutes an approval or disapproval of the request, and if approved, the amount of the disbursement. (The Vice President will be a voting member if one of the committee members is not available to vote.)

F. All decisions are final. There are no appeal provisions afforded to the requesting organization.

G. It is the intent of the organization to make disbursements for financial relief within 48 hours of receiving the request. The ED will document all approvals for financial relief via email and provide such documentation to the Business Manager (BM) to ensure fiscal responsibility is preserved.

H. A separate checking account will be utilized for disbursing benevolent funds. The ED or BM will endorse all disbursement checks. A letter signed by the ED will accompany the disbursement check.

I. The ED or the BM will follow up with the chain of command after the disbursement has been made to confirm receipt.

Approved by the National Board of Directors.

*/// Original Signed ///*  
Dorsey Newcomb  
President, Board of Directors  
Military Police Regimental Association  
Fort Leonard Wood, MO 65473

*/// Original Signed ///*  
Rick Harne  
Executive Director  
Military Police Regimental Association  
Fort Leonard Wood, MO 65473