



GUIDELINES FOR LONG-TERM AID, TEMPORARY AID AND/OR EMERGENCY AID ASSISTANCE

GRAND CHAPTER OF TEXAS, OES

The Benevolent Aid Assistance fund was set up to provide **Long-Term Aid Assistance, one-time Emergency Aid Assistance, or Temporary Aid Assistance** for members and their families of the Order of the Eastern Star, Grand Chapter of Texas. Funding is based on need and the availability of funds. This fund shall be used to care for deserving and needy members of Texas Grand Jurisdiction and their orphan or dependent children as provided by the Constitution and Code of Law.

EMERGENCY AID ASSISTANCE

Emergency Aid Assistance was established to provide one-time funds for emergency situations. It would apply to those members who have suffered a sudden, tragic loss (fire, flood, sudden death of a spouse) and need immediate relief. *This type of Aid can be up to \$1,500.00 for a one-time payment.*

Steps for seeking Assistance.

1. The Member seeking the assistance, whether for themselves or another member of a Chapter, should contact the Worthy Matron of that Chapter.
2. The Worthy Matron will contact the member of the Board of Directors representing that District and relay the need and amount for consideration.
3. The Board of Directors member of that district will take the necessary steps (if further information is needed) to complete Sections 1 through 3 of the Request for Assistance Form, and forward the form to the Board of Directors' Chairman of the Benevolent Aid Committee for processing and presentation to the full Board for consideration and action.
4. If approved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Grand Secretary to process the request and the amount approved. The Board of Directors Chairman of the Benevolent Aid Committee will notify the Worthy Matron of the Board's decision and action.
5. If disapproved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Worthy Matron of that Chapter (in writing, by telephone, or other electronic means) that the request has been denied and why. The Chapter Secretary will notify the applicant of the results. All supporting documents are stored at the Grand Secretary's Office.

NOTES:

- Action by a majority of the Board will determine acceptance or rejection of the application. Requests for Emergency Aid are allowed by polling all Members of the Board by telephone or other electronic means.
- For further information on **Emergency Aid Assistance**, see Code of Laws, ARTICLE 82-B. BENEVOLENT FUND, d. (1)-(6), pages 74 and 75.

TEMPORARY AID ASSISTANCE

Temporary Aid Assistance was established to provide temporary assistance for general assistance and/or emergency situations. This fund is limited to three months of assistance. It is awarded to members who need help over a short period of time and who can be expected to overcome their temporary need. It is also used to provide aid while waiting for approval of a pending application for Long-Term Aid. *This type of Aid can be up to \$500.00 for a period of three months.*



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Steps for seeking Assistance

1. The Member seeking the temporary assistance, for themselves or another member of a Chapter, should contact the Worthy Matron of that Chapter. The Request for Assistance form, with **ALL** sections completed, must be given to the Worthy Matron of the Chapter.
2. The Worthy Matron will contact the Board of Directors of that District to take the necessary steps (if further information is needed) to complete **all** the Sections on the Request for Assistance Form. The Worthy Matron will forward the request to the Board of Directors' Chairman of the Benevolent Aid Committee.
3. The Board of Directors' Chairman of the Benevolent Aid Committee will process and present to the full Board for consideration and approval or disapproval.
4. If approved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Grand Secretary to process the request and the amount approved. The Board of Directors' Chairman of the Benevolent Aid Committee will notify the Worthy Matron of the Board's decision and action.
5. If disapproved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Worthy Matron of that Chapter (in writing, by telephone, or other electronic means) that the request has been denied and why. The Chapter Secretary will notify the applicant of the results. All supporting documents are stored at the Grand Secretary's Office.

NOTES:

- Action by a majority of the board will determine acceptance or rejection of the application. Requests for Temporary Aid are approved by polling all members of the Board by telephone or other electronic means.
- For further information on **Temporary Aid Assistance**, see Code of Laws, ARTICLE 82-B. BENEVOLENT FUND, e., (1)-(6), pages 75-77.

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| <i>LONG-TERM AID ASSISTANCE</i> |
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Long-Term Aid Assistance was established to provide extended assistance for situations that require aid for a period of ***more than 3 months***. This assistance requires an annual review to validate eligibility for continued extended assistance. The amount and payment are based on need and available funds. *This type of Aid can be up to \$500.00 per month until revalidated or aid is no longer needed.*

A letter requesting Long-Term Benevolent Aid for a member must be written and signed by the member to the Secretary of the member's Chapter. The Secretary of the Chapter, under the Seal of the Chapter, will send the completed form to the Board of Directors' Chairman of the Benevolent Aid Committee.

Steps for seeking Assistance:

1. A letter requesting Long-Term Aid Assistance from the member must be written and signed by the member, to the Secretary of the Chapter.
2. The letter of request from the member shall be read to the Chapter at the first Stated Meeting after receipt. At this same meeting, the Worthy Matron will appoint a committee of three (3) members to serve as an investigating committee to investigate the application.



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3. The Committee will evaluate the situation and complete all required forms. These forms must be completed in their entirety, signed, and returned under the seal of the Chapter with the signature of the Worthy Matron, Worthy Patron, and the Chapter Secretary.
4. Board members from the member's District will be available to assist with questions or provide assistance to complete the document.
5. If approved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Grand Secretary to process the request and the amount approved.
6. If disapproved, the Board of Directors' Chairman of the Benevolent Aid Committee will notify the Worthy Matron of that Chapter (in writing, by telephone, or other electronic means) that the request has been denied and why. The Chapter Secretary will notify the applicant of the results. All supporting documents are stored at the Grand Secretary's Office.
7. *In March of each year, a form will be sent to each Chapter for updates on members receiving Long-Term Aid Assistance; the form is to be completed and returned to the Board of Directors' Chairman of the Benevolent Aid Committee no later than May 31st.*

NOTE: For further information on **Long-Term Aid Assistance**, see Code of Laws, ARTICLE 82-B. BENEVOLENT FUND, Section f, (1)-(11), pages 77-79.

All Benevolent Aid checks are in their entirety and made payable to the Chapter receiving Benevolent Aid. The Grand Chapter check will be deposited in the Chapter's bank account, no later than the end of the month, in which the check is received. The Chapter check, in like amount, will be issued to the member.

If the member no longer requires Benevolent Aid, the check will be returned to the Grand Secretary along with the name of the recipient, chapter name and number. The Board Chairman will be informed of any changes.

BEVERLY PLANTE
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