

## **DCEA HELPING HANDS FUND GUIDELINES**

Through the Helping Hands Fund, DCEA is able to help those with extraordinary needs who cannot be helped by existing programs. Employees are able to contribute to the fund through payroll deductions or personal contributions. THE HELPING HANDS FUND IS VOLUNTARY AND NOT A REQUIREMENT. Recipients are referred solely through recommendations from DCEA employees. Gifts provided are approved at the discretion of the Helping Hands Committee.

Guidelines:

1. Verification of need is required prior to presenting to Committee for approval
2. Referrals must come solely from employee recommendations with first hand knowledge of the situation – recipients can be referrals from other DCEA programs or a DCEA employee with an extraordinary need
3. A basic form must be completed with recipient information for our records
4. Eligibility and gift limits will be determined on a case-by-case basis, however payment of deposits (security deposits, utilities, etc) has been determined to be ineligible
5. Gifts to recipients will be in the form of a “voucher”. For example: gas cards, direct payment to a medical facility, or gift cards for groceries. Under no circumstances will cash be given to recipients
6. Approvals can be made via conference call or e-mail and approval by 4 of the 7 Committee members is required
7. A donation earmarked for a specific need will be honored without Committee approval
8. A monetary gift will be made to the fund honoring the Executive Director in lieu of a birthday present
9. A general report will be prepared at the end of each fiscal year recapping those assisted by Helping Hands
10. Outside fund raising and advertising (including websites) is not permitted
11. ANY “In-house” fundraisers must be approved by Executive Director.
12. All donations will be accepted for the Helping Hands Fund.