

# SF College Senate Relief Fund Proposal

## Scope

- The intent of the SF College Senate Relief Fund (CSRF) is to provide monetary funds as a temporary intervention during certain unforeseen events/emergencies to full-time and part-time faculty and A&P staff.
- Funds are intended to meet immediate needs of basic life essentials such as food, shelter, medical services, utilities and/or other obligations.
- The College Senate Executive Officers have the ultimate authority regarding the use of funds, as well as overseeing the administration and disbursement of funds in conjunction with the Office for Finance, the fund's fiscal agent.
- Confidentiality is a priority. All applicant and recipient information are only reviewed by those directly involved in the reviewing and processing of the request.

## Eligibility

- The CSRF covers all currently appointed full- and part-time faculty and A&P staff. An employee is not eligible if they separate employment prior to the disbursement of funds.
- Applicants may only receive aid once during a 12-month period and no more than twice within a three-year period.
- An employee does not have to have contributed to the fund to be eligible to apply.
- Eligible qualifying events, which are unforeseen and beyond the employee's control, include, but are not limited to: natural disasters, house fires, death of immediate family member such as a spouse, automobile accident, unforeseen medical issues, bills, and/or other financial obligations.

## Procedure to Apply

- An online form will be accessible via the College Senate website. The form will include the following fields:
  - Applicant name
  - SF ID
  - SF email
  - Preferred phone (does not need to be on-campus number)
  - Description of event precipitating request for funds
    - Documentation may be requested
  - Requested amount of funds, not to exceed \$1,000
  - Preferred method of funds dispersal, direct deposit in primary account or paper check; if paper check, how delivered (in-person or mailed)
- The application will be sent by email to a specified person on the standing committee.

## Procedure to Review Applications

- A small standing committee will be "on call" to review applications. The intent is a small, agile committee that can quickly respond to requests, preferably an odd number to avoid ties. A suggested makeup is:

- At least one College Senate Executive Officer
- One representative from HR, to help confirm eligibility of applicant
- The part-time ombudsperson or their designee
- Applications are reviewed in the order in which they are received.
- Consideration will be given to length of College service and severity of event.
- The committee will verify the eligibility of the applicant and review the request and the current fund balance.
- The maximum award is \$1,000 or as funds permit.
- Committee will decide within 10 business days from receipt of application to approve or deny, preferably sooner.
- A minimum balance of \$1,000 should be maintained in the fund.
- The Senate officer from the standing committee will email the applicant with the decision to approve or deny. The committee recommends including a list of other community resources with the email.
- That Senate officer will email the Restricted Funds Manager, in the Office for Finance, with the approved amount to disperse, along with the name, SF ID, and information about the method of funds dispersal.

## Soliciting Donations and Publicizing the Fund

- All College employees can make a one-time donation or set up a recurring payroll deduction for the College Senate Relief Fund. All deposits and expenditures of the CSRF will be maintained in a unique College Fund 6 account held by the Office for Finance who will act as the fiscal agent of the account.
- An online payroll deduction form should replace the current paper form.
- The committee recommends a marketing campaign that publicizes the CSRF and how setting up a one-time or recurring payroll deduction can help build the fund. This marketing campaign should be repeated regularly, perhaps annually.
- Include the CSRF in the information given to new employees at the time of their hire, both for soliciting donations and for general awareness for those who may need it in the future.
- The committee recommends that a base of \$2,500 in current or pledged funds be reached prior to accepting applications for aid. A fundraising event or campaign can help kick off the process.
- The committee also recommends keeping track of the number of people who receive funds, which could lead to more powerful impact statements in the future.