

**AMERICAN ASSOCIATION FOR RESPIRATORY CARE
POLICY STATEMENT**

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POLICY: BOD.024

SECTION: Board of Directors
SUBJECT: **AARC Disaster Relief Fund**
EFFECTIVE DATE: 1992
DATE REVIEWED: September 17, 2024
DATE REVISED: September 17, 2024
REFERENCES:

Policy Statement:

The AARC President may activate the Disaster Relief Fund to become available for AARC members.

Policy Amplification:

1. The AARC Executive Office will communicate to the AARC President and request the activation of funds. The President is authorized to open the fund for any Governor declared disaster situation.
2. After the President's notice of activation, the Executive Office will post this information on the AARC website, providing a link to the online application.
3. The total amount of disaster relief funds available may change each year based on fund availability. No more than 25% of the total yearly budget will be dispersed each quarter. The disaster relief budget is dependent upon donations into the fund.
4. Eligibility Criteria:
 - a. Active members in good standing with the AARC prior to the onset of the disaster are eligible. Members in good standing are defined as those with continuous membership of at least 2 months immediately preceding the event.
 - b. The affected property must be the primary residence of the member and be in the county impacted by the disaster.
 - i. This would exclude second homes, outbuildings, investment property, or a residence in which you live but is a rental property.
 - ii. In the event of a mandatory evacuation, evacuating from your primary residence (which did not incur damage) or primary leased residence (which did not incur damage) may qualify for financial assistance for temporary lodging expenses. Receipts for lodging may be requested by the AARC. The amount of assistance granted will be determined accordingly based on lodging expenses.

- c. Member applications will be accepted up to 90 days following the date the disaster was internally declared by the AARC.
 - d. Members may only receive funding once time per calendar year. Additional applications will not be considered.
5. Application review process will be conducted as follows:
- a. The member must complete an online application for assistance and submit it to the Executive Office.
 - b. Upon receipt of the application, the AARC Executive Office will notify the member that their application has been received and encourage the member to reach out to their Chartered Affiliate Leadership to discuss their application for funding from the Disaster Relief Fund.
 - c. The AARC Executive Office will forward the application to the appropriate chartered affiliate president and/or affiliate delegates for review of accuracy and for approval (review includes verification of primary residence in impacted country). The affiliate President and/or delegates have 10 working days to notify the AARC Executive Office if a claim has been approved or denied. If the claim is denied, the State Affiliate will need to provide a reason to be conveyed to the claimant.
 - i. If verification from the Chartered Affiliate is not received in the appropriate time frame, the application will be notified that their request has been denied.
 - d. Once the affiliate president's approval has been received by the Executive Office, a check in the amount of up to \$500 will be distributed to the requestor member. Prior to payment, the member must complete and file a W-9 with the AARC.

Definitions:

Attachments: