

## STATE DISASTER FUND CHAIR DONATION FORM PROCEDURES

### CONTRIBUTIONS TO THE DISASTER FUND

All checks are to be made payable to the **ESA Disaster Fund** and mailed to the State Disaster Fund Chair. If the State Disaster Fund Chair receives a cash donation, it should be deposited, and a personal check or money order made out to the IC Disaster Fund should then be completed and sent to the IC Disaster Fund Chair. If there is no state council, contributions may be mailed directly to the IC Disaster Fund Chair.

The duties of the State Disaster Fund Chair are two-fold:

- I. Promote the ESA International Council Disaster Fund and remind members that no one knows when they may need financial assistance. Disaster Fund proceeds cannot be administered without donations.
- II. Receive and process Disaster Fund donations from the membership and send them to the ESA International Council Disaster Fund Chair.

### I. DONATIONS

- A. Promotion:** The State Chair is to promote the Disaster Fund within their state, reminding members that it can never be anticipated when disaster money may be needed. Disaster Fund promotions include special projects such as games of chance at state meetings, Memorial or Honorarium donations, contributions in lieu of Christmas, Birthday, Secret Pal gifts, etc.
- B. Chapter and Individual Donations:** All checks are to be made payable to the **ESA Disaster Fund** and mailed to the State Disaster Fund Chair. If the State Disaster Fund Chair receives a cash donation, it should be deposited, and a personal check or money order made out to the **ESA Disaster Fund** should then be completed and sent to the IC Disaster Fund Chair. If there is no state council, contributions may be mailed directly to the IC Disaster Fund Chair.
- C. State Record Keeping:** Donations are to be recorded as the State Disaster Fund Chair receives them. The State Disaster Fund Chair may set up books/records to fit their needs for accurate, efficient reporting to the IC Disaster Fund Chair that will include the following:
  1. Preparation of Disaster Fund Report and transfer of funds to the IC Disaster Fund Chair monthly.
  2. The annual period to be covered is **June 1 through May 31**. An annual award will be given at IC Convention to the state that contributes the most dollars from **June 1 through May 31**. (See the section on Awards.)

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- i. This timeline is **NOT** the same as the International Council ESA year which is August 1 to July 31. The ESA International Council Disaster Fund Chair will receive donations submitted **after May 31** however, the monies will be deposited and count as donations for the following year.

### II. DONATION FORM COMPLETION

- A. **IMPORTANT:** Complete a Donation Form with the State Council name, Report # 1, etc. and then list **all chapters** in the state including the chapter name and chapter number.
- B. Once a month, if donations are received, complete the Report Form. Simply record the donations on the lines for each chapter. If an individual donates, record that information after the list of chapters. **If no donations are received during a month, no report is required.**
  1. Completion of the Report Form provides a reference as to whether a chapter has donated as well as allows an accumulation of a chapter's total when more than one donation is submitted during the year.
  2. The Donation Report Form is created in Excel, therefore, it is not necessary to insert a dollar sign for each donation.
  3. The form should automatically calculate the total amount donated.
- C. Make sure the first report that is completed says **Report #1**.
  1. From the list created in Step A, find the name of the chapter that donated and enter the check number.
  2. Next, enter the donation amount in the **Amount Contributed This Report** column.
  3. Enter **0** (zero) in this column for chapters that did not donate for this report.
- D. For the next monthly report, begin by using **Report #1** and save it as **Report #2**.
  1. In the **Report #** space, change the Report # from 1 to **2**.
  2. All of the previous donations are listed, so now **copy** that amount to the **Amt Contributed Previously This Yr** column.
  3. Enter **0** (zero) in this column for all chapters that have not **previously** donated for this report.
  4. Next, delete the numbers from the **Check #** column.

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5. Now find the name of the chapters that donated for this report and enter the amount in the **Amount Contributed This Report** column.
  6. If a chapter has previously donated, enter **only** the amount they donated this month in this column.
- E. Subsequent reports** should state the applicable **Report #**. Follow **Step D** to keep the existing information from one report to another.
1. In the **Report #** space, change the Report # to the applicable #.
  2. All of the previous donations are listed. **Copy** any amounts that **have not** previously donated (it will say \$ - in this column if they have not donated) to the **Amt Contributed Previously This Yr** column.
  3. If a chapter has **previously donated** (there will be an amount listed in both **Amount** columns), follow these steps:
    - a. Find the chapter that has an amount listed in the **Amt Contributed Previously This Yr** column.
    - b. In the box where the previous amount is listed, type the following information: *equal sign, amount previously donated, plus sign, amount currently donated*. See below for an example.
    - c. For example: a chapter donates \$50 in the first report and \$50 in the second report **=50+50**. The Report Form would then automatically calculate \$100 as a total previous contribution.
    - d. If a chapter donates multiple times, simply add another plus sign and the amount.

### III. DISASTER FUND REPORT AND TRANSFER OF FUNDS TO THE ESA IC DISASTER FUND CHAIR

- A.** Once a month, if donations are received, complete the **Report Form**, and submit one copy of the Report Form to your State President, keep one for your files, and forward one copy to the IC Disaster Fund Chair along with donations received.

**IMPORTANT:** To abide by laws, **do not** make copies of any checks. US Bank is the holder of the ESA International Council Disaster Fund. When the checks are deposited by the ESA International Council Disaster Fund Chair, US Bank will retain copies of checks should there be an issue. You could unwillingly be committing a crime and face penalties or criminal consequences.

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**B.** Send a copy of the Report Form and all checks to the ESA IC Disaster Fund Chair.

1. Be certain all chapter checks have been properly made out to **ESA Disaster Fund** and signed.
2. If checks are made payable to the State Chair, State Council, etc., be sure to endorse the check with the name on the check.
3. Checks made payable to the ESA Disaster Fund do not require an endorsement by the State Disaster Fund Chair.
4. The IC Disaster Fund Chair will mark all checks "For Deposit Only".

### **IV. AWARDS**

**A.** The ESA International Council Disaster Fund Chair gives **one (1) award at IC Convention**. Second and Third place will also receive recognition.

**B.** The **State Disaster Fund Award** is presented to the **state** with the largest total contribution **June 1 through May 31**. The final May report the ESA International Council Disaster Fund Chair must be postmarked by June 1

### **V. ESA INTERNATIONAL COUNCIL DISASTER FUND REPORTS TO STATES**

**A.** The ESA International Council Disaster Fund Chair will send status reports to the State Disaster Fund Chair at the end of October, January, April, and June showing each state's contribution.

**B.** These reports should agree with state records unless donations are held by the state or if chapters/members within the state send donations directly to the IC Disaster Fund Chair.

### **VI. DISASTER FUND APPLICATIONS**

**A.** Inform the membership the Disaster Fund is available, and assistance may be given when a member's home and/or personal belongings are destroyed or damaged extensively by nature's causes (earthquake, fire, flood, tornado, etc).

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- B.** Assistance may also be given when a member incurs heavy financial responsibility due to a serious accident or catastrophic illness (or death), which involves the member or their spouse or *immediate family who resides in the home due to physical or mental impairment whom they have legal guardianship over and are legally responsible*.
- C. Application Form:** An Application Form and Guidelines are provided on the ESA website. Members submitting a claim should follow the Guidelines and submit the Application Form directly to the ESA International Council Disaster Fund Chair.
- D. IMPORTANT:** Due to HIPAA guidelines, members **must not** submit a claim to their Chapter President or to the State President. All claims must be completed by the member and sent to the ESA International Council Disaster Fund Chair for review.

### NOTE:

Complete the **ESA Disaster Fund Donation Report Form** according to the Procedures listed on the previous pages. Once the Donation Report Form is completed by the State Disaster Fund Chair, donations for the month and the Donation Report Form must be submitted to the International Council Disaster Fund Chair (currently the IC Junior Past President).