



## **UNAA COMMUNITY EMERGENCY FUND (CEF) GUIDELINES 2021**

### **1. Background**

The UNAA Community Emergency Fund (CEF) resulted from the UNAA Council members' outcry for UNAA to assist in community emergencies. During the COVID 19 pandemic, many communities were affected by deaths of loved ones, sickness, job losses, and other countless emergencies. In response to several appeals for financial assistance to UNAA leaders, the UNAA Council proposed and adopted a resolution for the creation of a UNAA CEF program on March 14, 2021.

### **2. PURPOSE**

The Emergency funds shall be used for provision of financial assistance towards funeral expenses, critical health emergencies, and immigration-related assistance for members in good standing.

Funeral expense contribution shall be limited to members in good standing who are participating in a life insurance program.

### **3. CEF Guidelines**

#### **I. CEF Taskforce**

- a. The CEF program shall have be administered by a five (5) to eleven (11) member taskforce consisting of a combination of elected UNAA leaders and UNAA members.
- b. Five members of the CEF Taskforce shall be elected UNAA officials - holding office at the time (1) The UNAA Vice President; (2) the UNAA Treasurer; (3) The UNAA Council Speaker; (4) A Council Member as designated by the Speaker; and (5) The UNAA Director of Development and Quality Assurance.
- e. The remaining members (6 to 11) shall be UNAA members in good standing recommended by the BoT.

#### **II. CEF Taskforce Terms of Office**

- a. An elected UNAA office holder) CEF Taskforce member shall serve for a period commiserate with their elected term of office.
- b. A non-elected (non UNAA office holder) CEF Taskforce member shall serve for a period of not more than three consecutive years.

#### **III. CEF Taskforce Terms of Reference**

The Task force will be in charge of but not limited to:

- a. Administrating the emergency fund.



- b. Developing and coordination a strategic plan for the Fund.
- c. Conduct fundraising activities.
- d. Identifying potential donors.
- e. Identifying other community resources for members.

#### **IV. Fundraising for the CEF Program**

The following fundraising methods among others may be utilized to raise money for the CEF:

- a. A surcharge on UNAA Convention registrations and activities – during annual conventions.
- b. Addition of a CEF line item in the annual UNAA Budget – for example, 10% (or some appropriate number agreed upon by the UNNA Council and the Executive Committee).
- c. Applications for State and Federal Grants – especially, for those earmarked for 501c non-profit organizations.
- d. Solicitation of donations from the business community when necessary or possible, direct fundraising in UNAA Communities.
- e. Themed annual or bi-annual fundraising drives
- f. Auctioning of items at events organized by UNAA and its chapters and Affiliates events.

#### **V. Administration of CEF Money**

- a. All funds will be managed by the UNAA Treasurer; however, CEF money shall not be intermingled or used for other UNAA program other than emergencies. and are not fungible with other UNAA funds.
- b. The Council's designated member on the CEF Taskforce, shall work collaboratively with the UNAA Treasurer on the management and accountability of the CEF Funds; and shall be responsible for periodical updates of the fund balances to the UNAA Council.
- c. Fund beneficiaries shall be the UNAA members in good standing, and their immediate family members (spouses, children, and parents).
- d. CEF monies to individuals shall only be used to complement other community fundraising efforts, that the community would have collected.
- e. Emergencies recipients shall be evaluated (on a case-by-case basis), by the CEF Taskforce, and decisions made depending on the nature of the emergency, and how much money is in the CEF.
- f. In distributing CEF funds, the CEF Taskforce shall annually set a base dollar amount (dependent on the CEF end of calendar year balances) and notify UNAA members.



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This is a great initiative to empower our community, and we in UNAA Council, eagerly await input/contributions of the entire UNAA Leadership – the Executive Committee, and UNAA BoT, and Chairpersons of the EC, CRC, and RDC.

CRC 2022