

# INTERNATIONAL BROTHERHOOD OF TEAMSTERS

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All U.S. Affiliates:

We are pleased to announce that the Teamsters Disaster Relief Fund (Fund) has been restructured to better serve our members. We have developed a program that will get funds to your members in a more efficient manner. The International Union will no longer process individual requests for assistance. Instead, affiliates that have members affected by the disaster can request funds to be used in the manner that best serves the members.

If a disaster has occurred in your area, the Local may apply for assistance by filling out the "Affiliate Request for Assistance Form" (which is enclosed with this letter). In the case of a major disaster affecting several affiliates the request for assistance should be processed by the Joint Council. Once the form is received it will be reviewed by the Trustees of the Fund, and, if approved, a check will be processed to the Affiliate in a timely manner. The Affiliate will then disburse the funds to its members.

Once the funds have been disbursed, the affiliate must prepare the "Affiliate Accounting Report" (which is also enclosed) and return it to the Disaster Relief Fund within 30 days after the distribution of funds has ended. If all funds have not been disbursed, the remaining funds must be returned to the Fund within 30 days after the distribution of funds ended. Failure to submit the "Affiliate Accounting Report" will hinder any future requests for assistance.

Should you have any questions on the Teamsters Disaster Relief Fund please contact my office.

Fraternally yours,



Ken Hall, Treasurer  
Teamsters Disaster Relief Fund

KH/lmb

Enclosures



# TEAMSTERS DISASTER RELIEF FUND

## Affiliate Request for Assistance Form

Please fill out the following form to request assistance from the Fund:

Name of affiliate requesting funds: \_\_\_\_\_

Address of affiliate: \_\_\_\_\_

Name and title of contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Disaster: \_\_\_\_\_ Date of Disaster: \_\_\_\_\_

Name of places affected (city, county, etc.): \_\_\_\_\_

Estimated number of members affected: \_\_\_\_\_

Dollar amount requested: \_\_\_\_\_

Description of how funds will be spent: \_\_\_\_\_

Is affiliate also spending funds to help affected members? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, how much does affiliate estimate to spend: \$ \_\_\_\_\_

Does affiliate have a 501(c)3 fund \_\_\_\_\_ Yes \_\_\_\_\_ NO or dedicated fund \_\_\_\_\_ Yes \_\_\_\_\_ No

If answer is No to above, will funds be going into the affiliate's General Fund: \_\_\_\_\_ Yes \_\_\_\_\_ No

Examples of appropriate uses of funds include:

Direct grants to members

Distribution of gift cards to members

Purchasing and distributing food, water, diapers, hygiene kits, etc. to members

Assist with clearing debris

Providing transportation

If the request for funds is granted, you will be sent an Accounting Report form in order to report back how the funds are spent. Therefore, it is important that the Affiliate keep all receipts for goods and services. If gift cards and/or funds are distributed directly to individuals, it is necessary to keep detailed records on who received funds or gift cards (name, whether they are a member, if so Affiliate No., date, amount received). Signature attesting to receipt of funds/gift cards must be obtained.

**Teamsters Disaster Relief is a 501(c)3 nonprofit fund with a mission to provide disaster relief to those in need when disaster strikes.**



# TEAMSTERS DISASTER RELIEF FUND

## Affiliate Accounting Report

Please fill out the following:

Amount of donation received from the TDRF: \_\_\_\_\_

Date donation received: \_\_\_\_\_

Donation amount spent on goods: \_\_\_\_\_

Donation amount spent on services: \_\_\_\_\_

Donation amount distributed directly to members (gift cards, cash, checks): \_\_\_\_\_

Please attach receipts for goods purchased and services.

For direct distribution of funds to members (gift cards, cash, checks) please attach documentation supporting the distribution. Such documentation should include the person's name, Local Union membership if applicable, amount given, date given, signature of individual who received the donation

For any funds spent without a receipt available, please describe how it was spent and provide an explanation as to why a receipt could not be obtained.

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Any funds that have not been spent on disaster relief must be returned to the Disaster Relief Fund within 30 days after the distribution process has ended. Do you have any remaining unspent funds? If so, indicate amount: \_\_\_\_\_

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