



Sons of Confederate Veterans Relief Fund Standard Operating Procedure

Dated: August 26, 2006

SOP Title: Relief Fund, Collections and Disbursement

Purpose: To establish a consistent guide for collections and disbursements

Discussion: As various disasters and catastrophic events occur and affect our members we must stand ready to assist our brothers and sisters in gray. We must prepare and distribute information on the level of relief as is dictated by our available resources and the need to assist as many compatriots as possible in any given catastrophe. All levels of our organization must be made aware of the fund and its limitations. Assistance can only be provided as short term-stop gap measures and at the request of those needing the assistance.

Action:

- A. Establish methods for maintaining and growing the SCV Relief Fund.
 - 1. Appeal to members to assist by direct donations (tax deductible).
 - 2. Encourage camps to create a special event to raise funds for the Fund.

- B. Respond to each request for assistance.
 - 1. Use the attached guidelines (Appendix A.) evaluate each request for assistance
 - 2. Disburse funds in the most efficient manner possible (check, electronic funds transfer or special messenger).
 - 3. Provide for follow up to insure the assistance met the initial need and initiate further assistance if needed.

Effective Period: This Standard Operating Procedure will remain in effect until superseded or deleted by action of the Commander-in-Chief or the Relief Committee.



Sons of Confederate Veterans Relief Fund Definitions Appendix A

A Relief Event is:

- 1) A sudden natural disaster, including but not limited to flood, hurricane, tornado, mudslide, sinkhole, fire, ice storm, hail storm or tidal wave.
- 2) An event that leaves a compatriot in want or need of food, water, clothing, or shelter.
- 3) An event in which a compatriot is left in need of first aid or other initial treatment for physical injuries caused directly or indirectly by the Relief Event.
- 4) An event that leaves a compatriot in need of prescription medicines or prescribed medical equipment (such as oxygen tanks, diabetes testers, etc.) for serious pre-existing health issues.

Dire Circumstances are:

- 1) A compatriot in want of food, water, clothing, shelter, or transportation as a result of a declared disaster or Relief Event.
- 2) A compatriot is left in need of first aid or other initial treatment for physical injuries caused directly or indirectly by the declared disaster or Relief Event.
- 3) Family in need due to catastrophic loss of the bread-winning compatriot.

Limits of Relief Available

- 1) Relief is provided commensurate with basic short term needs to address dire circumstances and special situations.
- 2) Initial relief should be limited to cash subsidies that will provide assistance to those with the most pressing need. Amount distributed per request based upon available Relief Fund assets as a stop gap measures needs until other assistance becomes available

What the fund should not be used for:

- 1) Assistance should not be provided to cover any needs covered by any form of insurance. (Except where there is such a need that can not be met in a timely fashion by insurance coverage, i.e. sudden and unexpected death as listed under item 3 "Dire Circumstances")

What the fund should not be used for: (contd.)

- 2) Disbursements should not be made for individual catastrophes; losses due to fire, burglary, vandalism or civil unrest except where life sustaining medical equipment is destroyed.

Management of available funds.

- 1) Short-term investments, Certificates of Deposit (6 month or less), Money Market Checking Accounts.
- 2) Long term investments, Certificates of Deposit (12 month or greater), other secure investment instruments that provide growth yet maintain liquidity should pressing relief needs arise.
- 3) Staggered maturity dates of the different investments to maintain positive cash flow and readily available cash assets.