

## **Steps to Requesting Assistance from The Hardship Fund**

- 1) The principal completes the financial questionnaire.
- 2) The principal completes the Release of Information form.
- 3) The principal contacts a trustee in their district or contacts the Human Resources Division Commander.
- 4) A trustee will set up a meeting with the principal to discuss the content of the questionnaire and determine the need and where assistance could best be provided.
- 5) The trustee prepares a written report and contacts the Human Resources Division Commander to advise that this information is being faxed confidentially, mailed in a sealed envelope marked "Confidential," or hand carried.
- 6) The Board of Directors are each informed of the case and polled for their vote.
- 7) The principal in the case is contacted about the Board's decision by the trustee or the Human Resources Division Commander.