

**COAST GUARD AUXILIARY ASSOCIATION, INC.
MEMBER FINANCIAL ASSISTANCE
GUIDANCE/PROCEDURES**

Introduction:

Regular members of the Association (Auxiliarists) contribute their time, resources, and personal funds in being a volunteer in the U.S. Coast Guard Auxiliary. In the performance of their Auxiliary duties these volunteers are assigned to duty as prescribed in the directives issued by the U.S. Coast Guard. Their organizational directives include certain coverages that are available under federal law should they be injured in the line of duty. Depending on the severity of injuries and its financial impact of their livelihood, the individuals and their family may need additional support while dealing with the crisis.

The Association, at the request of the U.S. Coast Guard Auxiliary, will initiate an effort to obtain donations to assist such members and their family in their time of need. This policy provides the guidelines to follow in cases when such assistance is needed.

General Guidance:

The Association will make every effort available to assist members of the U.S. Coast Guard Auxiliary (regular members of the Association) who are seriously injured while assigned to and performing their authorized duties. This includes making announcements seeking donations for the specific relief effort as well as assuring the funds received are provided to the designees.

All donations with a specific designation for a member relief effort will be handled as a gift with an appropriate acknowledgement to all donors. Such gifts are NOT tax deductible donations which shall be clearly indicated on the Association's website and all correspondence with the donors.

Procedures:

1. Financial assistance for a member of the U.S. Coast Guard Auxiliary shall be initiated through the member's Flotilla Commander. The Flotilla Commander shall be submitted the request through the Auxiliary's leadership and include the following:
 - a. Details concerning the event which generated the request.
 - b. Confirmation that the member was officially assigned to duty at the time of the event.
 - c. Acknowledge awareness of the specific need
 - d. Serve as the local point of contact on matters related to the relief effort
2. The District Commodore shall provide his/her concurrence regarding the relief request to the National Commodore.
3. The National Commodore shall review and submit approved relief request to the Association.
4. Upon receipt of the National Commodore's approval, the Association shall release a message informing its members of the request for financial assistance and prescribing the process for donors to submit their gift. The process shall include:
 - a. Link to the Association's website donation page established for this relief donations

- b. Guidance for submitting donations by mail
 - c. Clearly indicating that the relief donations are NOT tax-deductible but considered a gift
5. The Association shall upon receipt of any approved designated donation:
- a. Provide all donors an acknowledgement thank you letter that clearly indicates the donation for this relief effort is considered a gift and NOT tax-deductible.
 - b. Maintain custody of the donated funds
 - c. Coordinate and disperse the funds in coordination with the local point of contact, the Flotilla Commander to the designated member(s).
6. Maintain a file for all relief efforts documenting the receipts and disbursements.