CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
Emergency Assistance Application

(Please Type or Print)

APPLICANT				
APPLICANT'S NAME (LAST, FIRST, M.I.)				
STREET ADDRESS				
EMERGENCY ADDRESS				EMERGENCY TELEPHONE
CITY		STATE		ZIP CODE
HOME TELEPHONE	OFFICE TELEPHONE	CSEA NUMBER *OR*	SOCIAL SECURITY NUMBER	
CHAPTER NAME & NO.				
TYPE OF DISASTER (earthquake, fire, flood, etc.)				DATE

Attach verification/statement that an official agency deemed your primary place of residence uninhabitable and partially or temporarily condemned.

AGENCY (such as Fire, Police or City/County Building Department)

I certify under penalty of perjury that the information furnished in this application is true and correct. I understand that any misstatement or falsification may result in my disqualification.

APPLICANT'S SIGNATURE	DATE

Payment Authorized By: _____ _____
DIRECTOR, MEMBER BENEFITS DATE

Check # _____ Amount of Assistance $ _____ _____
DATE

RETURN TO: CSEA, Attn:Emergency Relief Program, Member Benefits, 2045 Lundy Ave., San Jose, CA 95131
(Must be returned within 90 days of the catastrophic event)

FOR OFFICE USE ONLY

1000
MISCELLANEOUS

1010 DOROTHY BJORK ASSISTANCE FUND

Last Revised July 2015

.4 Emergency Assistance Program

.01 Purpose. The Emergency Assistance Program may be used to assist eligible organizations that are providing aid in areas that have been declared federal disaster areas as a result of a catastrophic event (e.g., fire, earthquake, or flood) and to assist eligible members and staff whose primary place of residence is uninhabitable as a result of a catastrophic event whether or not a disaster is declared.

.02 Eligibility.

(a) Organizations: The Board of Directors shall determine the organizations (e.g., charities approved as non-profit by the Internal Revenue Service, union disaster funds) eligible for emergency assistance.

(b) Individuals: Emergency assistance shall be restricted to CSEA members in good standing and any CSEA staff in a paid status whose primary residence is deemed uninhabitable and partially or temporarily condemned by an official agency.

.03 Application and Administration

(a) Emergency assistance requests shall be submitted to the Dorothy Bjork Assistance Fund Committee within ninety (90) days of the catastrophic event.

In lieu of an official request from the eligible organization(s), the Dorothy Bjork Assistance Fund Committee may submit a request to the Board of Directors.

In lieu of an official application form from the affected eligible person, emergency assistance may be requested via telephone or other communication to the Field Office or Association Headquarters as appropriate either from the affected eligible person, or from the Chapter President, Regional Representative, or staff person on behalf of the eligible person.

(b) Organizations: The Dorothy Bjork Assistance Fund Committee shall recommend to the Board of Directors the organization(s) to receive assistance and the donation to each organization. Such recommendation shall be based on the scope of the declared disaster, the specific needs of the residents of the disaster area, and the availability of funds. However, in no event shall any eligible organization receive more than $5,000 for a disaster.

Individuals: The Executive Director or designee shall examine each request and interview by telephone or in person the eligible person. The Executive Director or designee shall report to the Dorothy Bjork Assistance Fund Committee regarding each request. The Dorothy Bjork Assistance Fund Committee shall determine eligibility based on the applicant's specific need as stated in the request and the availability of funds. However, in no event shall any assistance grant exceed $1,000.