

DISASTER RELIEF



GUIDELINES

Table of Contents

PLEASE DONATE	2
DISASTER RELIEF GUIDELINES	3
PACKET FORMS TO BE USED.....	6
Request For Assistance Blank Form	
Example 1 Home with blank description block	
Example 2 Home with blank description block	
Example 3 Trailer Home with blank description block	
Example 4 Single Level Home with blank description block	

PLEASE DONATE

As the Director of the Retirees, Community & Membership Services Department, I am asking for your support to keep the Disaster Relief Program healthy for future service. Without your financial contribution this service might not be available to continue assisting our brothers and sisters.

Any amount that you donate is now tax exempt. Upon receiving your donation you will be forwarded a letter denoting the amount of contribution and the Exemption Identification Number which you can use when filing your tax returns.

I am proud to say this union reacts quickly to the needs of our members before other sources of assistance are able to. So I ask you to donate any amount that you are able to and continue this needed program for the future of our members.

Your contributions can be forwarded to the following address;

**International Association of Machinists and Aerospace Workers
ATTN: Disaster Relief Services, Room 305
9000 Machinists Place
Upper Marlboro, MD 20772**

I would like to thank you for your time, your understanding and especially your supported contribution.

With best wishes, I remain

Fraternally yours,

Edward Manhart

Edward Manhart
Director, Retirees, Community and
Membership Services Department

DISASTER RELIEF GUIDELINES

The International has developed and established guidelines in the event of a natural disaster, i.e., flood, hurricane, tornado, etc., affecting the lives of our members and their families. Please Note: The Disaster Relief Fund is comprised entirely of voluntary contributions and does not include any dues dollars.

RESPONSIBILITIES

The Executive Board of the Lodge assigns a chairperson and at least two (2) members of the lodge to form a Community Service Committee, if one does not already exist. These committees' duties include disaster relief assistance (when practicable, the Community Services Committee will be directed by a Grand Lodge Representative).

PROCEDURES

Immediately following a natural disaster:

NOTE: CLAIMS MUST BE SUBMITTED 90 DAYS FROM OCCURRENCE TO RECEIVE FUNDS MEMBER(S) MUST BE IN GOOD STANDINGS

- The Community Services Committee – or designated officer will survey the damages upon notification by the affected member using the provided packet for each claim to document the damages and submit a statement of the damages. **(One packet per claim)**
- The Community Services Committee, or designated officer, supplies the above information to the territorial General Vice President with the documentation for the claim for approval of the claim for assistance.
- **After approval** the territorial General Vice President submits the documentation from the local lodge to the International requesting funds to assist our member(s).
- The International will present a check to the “District Directing Business Representative” where the disaster occurred. A registration form will accompany the packet so that the member(s) will sign for the check. This form is to be returned to Retirees, Community & Membership Services Department, 9000 Machinists Place, Room 305, Upper Marlboro, MD 20772.

*It is the **responsibility** of the committee, or responsible officer, to validate the damages submitted on the approved form. Determination of the amount to be given will be based on the information supplied on the approved form and validated by the Community Services Committee or designated officer.*

DISASTER RELIEF GUIDELINES – CONTINUED

FUNDS

Funds will be disbursed as follows permitting they are available.

➤ CATEGORY 1 - \$500.00

Significant structural damage to the home due to tornado, flood or fire preventing a member and his/her family the ability to remain in the home. UNINHABITABLE

➤ CATEGORY 2 - \$250.00

Structural damage to the home due to tornado, flood or fire that includes damage to windows, doors, walls and roof but enables member and his/her family the ability to remain living in the home after these damages. HOME IS STILL HABITABLE

➤ CATEGORY 3 - \$100.00

Minimum damage to the home due to tornado, flood or fire that incurs cosmetic damage such as siding, shingles and gutters but enables member and his/her family the ability to remain living in the home after these damages. HOME IS STILL HABITABLE

NOTE:

The disbursement is payable for the primary home of the member. Additional homes will not be provided funds because of limited resources. In addition funds will not be permitted in the event the home loses power and food is destroyed or in the event a vehicle is damaged.

Member(s) residing in apartments or rentals will only receive \$100.00 due to limited resources.

WHEN THE PROCESS OF THE ABOVE IS IN PLACE:

The International withdraws a check from a special account entitled “Disaster Relief Fund”. The check is mailed to the attention of the District Directing Business Representative. **NOTE:** If funds are not used, it should be returned to the IAM&AW to the attention of the Retirees, Community & Membership Services Department.

Promptly after distributing the money, the chairperson of the committee or the designated representative, must return a report indicating which member(s) received the assistance, how much was distributed and the recipient’s signature on the form. The report should be sent to:

IAMAW Retirees, Community & Membership Services Department
ATTN: Edward Manhart
9000 Machinists Place, Room 305
Upper Marlboro, MD 20772

DISASTER RELIEF GUIDELINES – CONTINUED

If you have any questions or need assistance with the forms you can contact our office and speak with either our Administration Secretary, Anna Georgallas at 301-967-3433 or email ageorgallas@iamaw.org or Director, Edward Manhart. at 301-967-3433 or email emanhart@iamaw.org.

It is the intent of the International Association of Machinists and Aerospace Workers and Retirees, Community & Membership Services Department to quickly assist its members but it's not able to do so if you don't act quickly to identify your members in need. Be prepared prior to the occurrence occurring in your areas.

With best wishes, I remain

Fraternally yours,

Edward Manhart

Edward Manhart
Director, Retirees, Community and
Membership Services Department
Off: 301-967-3433
Fax: 301-967-3427

PACKET FORMS TO BE USED

IAMAW DISASTER RELIEF REQUEST FOR ASSISTANCE

DATE: _____

MEMBER NAME: _____ LOCAL LODGE: _____

BOOK NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ CELL PHONE: _____

EMAIL: _____

DO YOU RENT _____ OR OWN _____ YOUR HOME?

DATE OF LOSS: _____

ARE YOU LIVING IN YOUR HOME? _____ (if not, where are you staying?)

PHONE # WHERE YOU CAN BE REACHED: _____

EMPLOYER: _____

DESCRIPTION OF LOSS: (Please attach supporting documentation as applicable)

RETURN FORM TO YOUR COMMUNITY SERVICES COMMITTEE FOR VALIDATION

Request submitted by (Community Services Committee Member):

Name: _____ Title: _____ Phone: _____
(Please Print)

SIGNATURE: _____ DATE: _____

**Community Services Committee: PLEASE MAKE REQUESTS FOR ASSISTANCE
THROUGH YOUR GENERAL VICE PRESIDENT**



Use this drawing if camera photos are not available or the pictures cannot be seen well.

Please sketch the damage to the house and explain the damage on the above drawing.

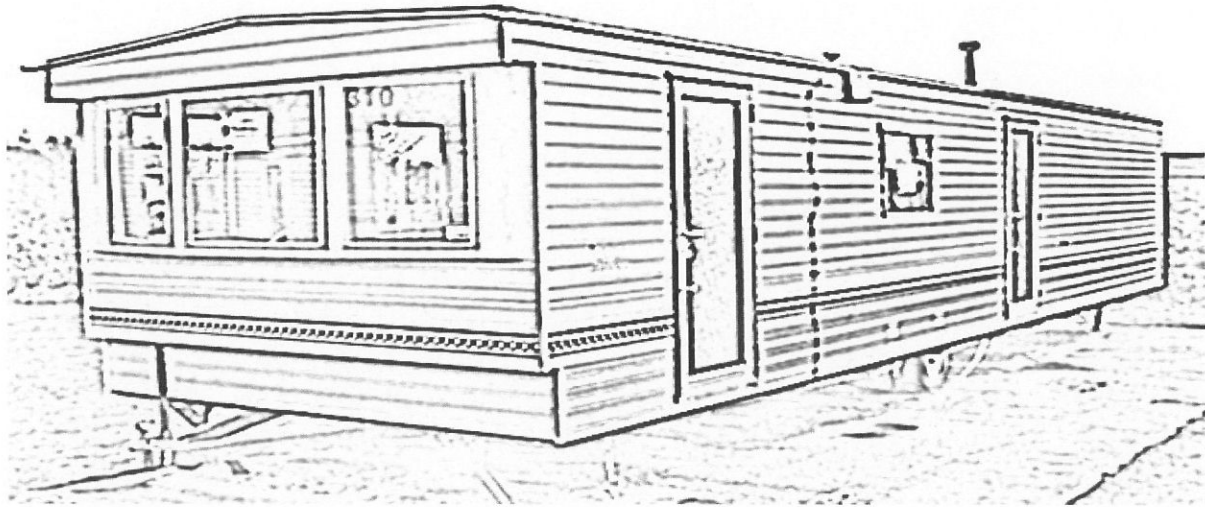
REMARKS



Use this drawing if camera photos are not available or the pictures cannot be seen well.

Please sketch the damage to the house and explain the damage on the above drawing.

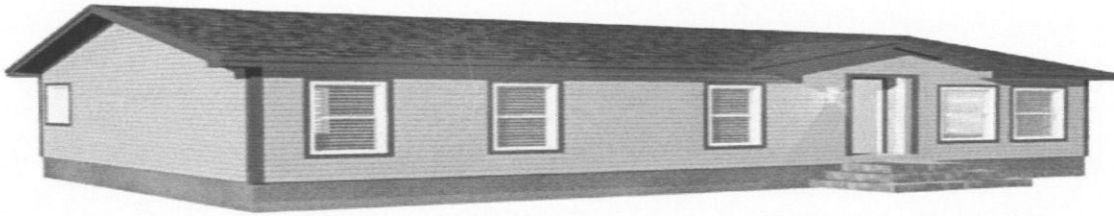
REMARKS



Use this drawing if camera photos are not available or the pictures cannot be seen well.

Please sketch the damage to the trailer, show water lines and explain the damage on the above drawing.

REMARKS



Use this drawing if camera photos are not available or the pictures cannot be seen well.

Please sketch the damage to the trailer, show water lines and explain the damage on the above drawing.

REMARKS
