



Benevolence Process and Procedures Lakeview Church

The purpose of the Benevolence Fund is to provide financial aid to an individual who is in need on an urgent basis due to unforeseen circumstances. The Benevolence Fund may not be applicable for cases which need long-term financial support. The church has the right to adjust or to disapprove an applicant's request and may consider providing assistance other than monetary help.

Applicants are not granted financial assistance based on relationships between church leaders or being a significant church contributor. The church does not discriminate between applicants based upon race, color, sex, national origin, age, geographic territory, or disability. The Benevolence Committee may provide short-term (or emergency) assistance to ensure that an applicant has the basic necessities such as food, housing, transportation, (including biblical counseling).

The preferred method of providing assistance is to pay for the applicant's need directly to the business provider. Assistance may also be provided in the form of goods or services. The type of aid that is appropriate depends on the individual's needs and available resources.

Basic Requirements

1. The Committee may require an in person interview
2. Receipts, for the full amount of any gift card, for items purchased must be returned to Lakeview Church and given to a committee member. The name of the person who received the gift card must be written on the receipt(s). **Failure to comply will result in refusal of future benevolence.** *
3. Need must be related to a short-term financial crisis (medical emergency, accidents, loss of job, etc.)
4. Provide a **copy or a clear photo** of bills you need help paying. We cannot accept originals of bills.

Exclusions

1. We will only consider helping with large payments such as rent or utilities once per year
2. Legal fees related to family disputes
3. Long term and/or repetitive expenses
4. Non-essentials such as cigarettes, alcohol, or soft drinks
5. Fines incurred by law breaking
6. **Late Fees incurred by negligence**

Benevolence Process

1. Complete and submit the Benevolence Request Form.
2. A Benevolence Committee member may contact an applicant regarding the request.
3. A Benevolence Committee member will submit the form to the Benevolence Committee for approval (note: typically, this will happen during the monthly meeting but can happen via email if it is an emergency).
4. The Benevolence Committee will approve or deny the request, or ask for additional information.
5. If approved, the check or gift card will be distributed to the appropriate party.
6. A Benevolence Committee member may follow up with the recipient and give an update at the next Benevolence Committee meeting.

Additional Criteria

1. At the discretion of the Benevolence Committee, you may be required (if married, both husband and wife) to participate in financial counseling/planning by reading or taking a class or seminar and to prove you have done so.
2. At the discretion of the committee you may be required to provide documentation regarding your income, personal bank accounts and your expenses. The committee will be sensitive to confidential issues.

Requestor keeps this sheet.



Applicant Information

Today's Date: ___ / ___ / _____

Applicant Name:

_____ Last First M.I.

Email: _____ Address: _____ Zip _____

Current Contact Phones: Home: _____ Cell: _____ Work: _____

I have read and understood the "Benevolence Process and Procedures Lakeview Church" __Yes

We will not consider your request if every line item on this form is not fully completed. A copy of your photo ID must be included with this form. Print or write legibly.

Contact Person in case you are not available: _____ Phone: _____

- 1. Do you have a Personal Relationship with Jesus Christ? Yes ___ No ___ Not sure ___
2. Which best describes your attendance at Lakeview? ___ Frequent ___ Sometimes ___ Seldom ___ Once ___ Never
3. If you attend a different Church please give the name and location: _____
4. Have you asked the Church you attend for help? ___ Yes ___ No. If Not , why not? Use back of form to answer if necessary. _____
5. In your opinion which best describes your financial situation? ___ Short term emergency ___ Short term problem ___ Long term problem
6. The total amount of your request is: \$ _____ We will not respond if this line is left blank.
7. What is it for? Itemize if necessary and be specific: _____ You may continue on the back of the form.
8. Are you willing to receive financial counseling or attend a budgeting seminar at no cost? Yes ___ No ___
9. Are you currently employed? ___ Yes ___ No ___ Full Time ___ Part-Time Employer: _____
10. If married is your spouse employed? ___ Yes ___ No ___ Full Time ___ Part-Time Employer: _____
11. If Married does your spouse live with you? ___ Yes ___ No
12. Number of people in the household: _____ How many are: Daughters _____ Sons _____ Others _____
13. Total household income- Include All Income: _____ Circle one> weekly monthly
14. Report each category that applies. How much do you receive each Month in: | Disability ___ | Social Security ___ | State Aid ___ | Federal Govt. aid or benefits ___ | Food Stamps ___ |(approx. value from) Food Bank ___ | Aid from other Charities ___ | Child Support ___ | Alimony ___ | Identify Others _____
15. Have you received help from Lakeview Church Benevolence in the last 2 years? ___ Yes ___ No:

16. **Explain your needs** that led you to request assistance. We will be praying for you and providing counsel where needed. If you need a bill or bills paid, list the utility or company to whom we should make the check payable. Attach a copy of the bill or attach a clear photograph of it or bring the bill to Lakeview church to be copied when the office is open. Attach a copy of this month's current bill(s) to this form. Only bills for the current billing cycle will be considered.

My signature below guarantees the information provided on the reverse side is accurate and true. I understand that benevolence from Lakeview Church is a gift and repayment is not expected. However, if the recipient desires to give to Lakeview Church at a later time, the recipient is encouraged to give directly to the general fund of Lakeview Church.

All requests must include a copy or photo of your photo ID (i.e. driver's license).

Signature _____ If Married, Signature of Spouse _____

Official Use Only

Committee Member _____

___ Approved via e-mail ___ Approved at meeting ___ Need more information ___ Denied Date _____

More Information Needed _____

Check or Debit card Dated _____ Check # _____

Check given to Person Completing the request form Check mailed to Address on Request Form or Different Address _____

Check or debit card info given to: _____ as payment or for delivery

This Space is to be used for explanations for Questions: 5, 8, 16 or others

Number each response with the question you are answering.