** 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.**

Form: Lakeview Church Benevolence Process and Procedures Date:03-04-2024

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| --- | --- |
|   | Lakeview Church |

## Benevolence Request Form

|  |
| --- |
| 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.1. Are you willing to receive financial counseling or attend a budgeting seminar at no cost? Yes \_\_\_ No \_\_\_
2. Are you currently employed? \_\_\_ Yes \_\_\_ No\_\_\_ Full Time \_\_\_ Part-Time Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If married is your spouse employed? \_\_\_ Yes \_\_\_ No \_\_\_Full Time \_\_\_ Part-Time Employer: \_\_\_\_\_\_\_\_
4. If Married does your spouse live with you? \_\_\_\_ Yes \_\_\_\_ No
5. Number of people in the household: \_\_\_\_\_ How many are: Daughters \_\_\_\_\_ Sons \_\_\_\_ Others \_\_\_\_
6. Total household income- **Include** **All Income**: \_\_\_\_\_\_\_\_\_\_\_\_ Circle one> weekly monthly
7. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Have you received help from Lakeview Church Benevolence in the last 2 years? \_\_\_\_Yes \_\_\_\_ No:

Form: Lakeview Church Benevolence Process and Procedures Date 03-04-20241. **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

Form: Lakeview Church Benevolence Process and Procedures Date 03-04-2024

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

Number each response with the question you are answering.

Form: Lakeview Church Benevolence Request -- Date 03-04-2024