



## **Member Assistance Fund Guidelines**

1. Application for funds shall be made available to all District 21 T/OT members.
2. An application for the Provincial Benevolent Fund must be completed and submitted prior to or concurrently with an application for local member assistance.
3. All personal and financial information shall remain confidential to the Member Assistance Fund Committee and stored in a secure place.
4. The Member Assistance Fund Committee shall consist of 5 members of the Unit Executive, appointed each year at the September Executive meeting. The committee shall include the President as one of its 5 members.
5. The 'member assistance fund' line will be allocated \$5000 per year.
6. A 'member assistance fund reserve' line shall be created for the purpose of the transfer of unused funds at the end of each fiscal year. Once the reserve fund reaches \$12 000, half of the fund shall be transferred at the end of the fiscal year to the Gifts and Donations line.
7. No member shall receive over \$1500 in any given year. No member shall receive over \$3000 in a 5-year period.



**2022-2023**

## **MEMBER ASSISTANCE FUND APPLICATION**

The OSSTF D21 T/OT Member Assistance Fund exists for the purpose of providing financial assistance to active members who find themselves in extreme financial need due to:

- (a) prolonged illness          (b) accident; or          (c) extreme emergency

This assistance can be provided for up to \$1000 in a school year and no member may receive more than \$3000 in member assistance from this fund within a 5-year period.

### **APPLICATION PROCESS**

1. Application forms must be completed **clearly and in full** prior to submission.
2. Supplementary information may be required, in some cases.
3. Please scan/upload the document rather than sending photos or screenshots when submission is being sent via email.
4. Submissions shall be made to the Bargaining Unit President, or designate (contact information below).

Please send applications to:          Daryl Jerome, OSSTF T/OTBU President

**Email:**                                  [djerome@osstf21.ca](mailto:djerome@osstf21.ca)  
**Fax:**                                      905-574-8166  
**Drop off:**                              1423 Upper Ottawa Street    Unit 2  
    Hamilton, ON L8T 3J6

**ALL INFORMATION IS HELD IN STRICT CONFIDENCE**

# Teachers'/Occasional Teachers' Member Assistance Fund Application

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

I am a(n):     permanent teacher                       occasional teacher

Have you applied to the Provincial Benevolent Fund?             yes  no

(please note that it is a requirement prior to this application being considered)

The reason for my application is:

prolonged illness                       accident                       extreme emergency

Please explain your situation relating to your application: \_\_\_\_\_

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Do you have any of the following financial resources to draw upon to sustain you financially at this time?

partner/family             other employment             accessible savings

line of credit             credit card(s)             other: \_\_\_\_\_

If you have checked any of the above resources, can you please explain briefly why they are not sufficient for use at this time?

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Have you applied for any other sources of financial assistance (EI, CERB, LTD, CPP disability, etc.)?

yes       no

If yes, please specify/explain: \_\_\_\_\_

Is there any further information the committee should have?

Amount requested: (max \$1500) \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Note: In some circumstances, supplementary information may be requested based on the information provided on this application form.

***For Committee Use Only:***

Approved Amount: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Committee Signatures: \_\_\_\_\_

\_\_\_\_\_

## **Member Assistance Fund Constitution Language**

### **BYLAW 20 - MEMBER ASSISTANCE FUND**

- 20.1 The Member Assistance Fund Committee shall include:
  - 20.1.1 the President and four (4) members of the Executive, appointed each year at the September Executive meeting.
  - 20.1.2 elect a Chairperson from its membership at the first meeting of the committee.
  
- 20.2 The Fund is intended as an emergency source of financial assistance for members of the Unit upon approval of the Member Assistance Fund Committee.
  
- 20.3 Application for funds:
  - 20.3.1 must be completed after or concurrently with an application to the Provincial Benevolent Fund.
  - 20.3.2 must be submitted using the Member Assistance Application document, which must be completed in full.
  - 20.3.3 will be kept confidential to the members of the Committee.
  - 20.3.4 may require additional information upon request of the Committee.
  
- 20.4 The Committee shall present a written financial summary at the June Council meeting. Specific member names will not be reported.
  
- 20.5 Any changes to the process will be approved by Council.