

## MEXICAN SPRINGS CHAPTER

### BURIAL/FUNERAL ASSISTANCE POLICY

#### I. PURPOSE

The purpose of the Mexican Springs Chapter Burial/Funeral Assistance Policy is to assist community members who have lost family members and need assistance with burial or funeral expenses.

#### II. ELIGIBILITY

The decedent must be a registered voter or if a minor, the parent(s) must be registered members of Mexican Springs Chapter.

#### III. PROCEDURES

- A. The family member(s) or person(s) requesting for assistance shall fill out a Chapter Financial Request form and submit to the Chapter Administration.
- B. The Office Assistant/Accounts Maintenance Specialist will stamp the application of acceptance and all required documents attached.
- C. Accounts Maintenance Specialist will verify voter registration of the decedent or individual requesting assistance.
- D. The completed Request form shall be forwarded to the Community Services Coordinator for final approval.
- E. Should the Community Services Coordinator not be available, the Chapter Officials shall have the authority to approve or disapprove the request.
- F. The Accounts Maintenance Specialist shall prepare the check and make it payable to the mortuary of choice or vendor.
- G. In lieu of the \$100.00 burial/funeral assistance, the family can decide to use the back hoe for the burial site and the Community Services will waive the cost for rental fees of the back hoe. The Heavy Equipment Operator will be notified and proper documentation shall be completed afterwards.

#### IV. DISBURSEMENT

- A. It shall be the policy of the Mexican Springs Chapter Burial/Funeral Assistance to assist with \$100 per family or in lieu of the monetary

assistance, or the family may request for the chapter back hoe at no cost.

**V. FUNDS/BUDGET**

- A. Funds for the Burial/Funeral Assistance shall come from line item 01, General Activity Fund; depending on availability of funds.

**VI. AMENDMENT**

- A. This Burial/Funeral Assistance Policy may be amended upon recommendation from Community Services Coordinator and forwarded to the Chapter Officials for review. Thereafter, the Chapter Officials will present the amendments to the community membership for approval by resolution.

Csam 07.28.16

Approved 09-18-16