



## **COLORADO STATE PATROL FAMILY FOUNDATION HARDSHIP FUND GUIDELINES**

### **I. Policy**

The Colorado State Patrol Family Foundation (CSPFF) recognizes that part of its mission is to provide support to members of the Association of Colorado State Patrol Professionals (ACSPP) who have a need for assistance that is not provided for by other means. In order to fulfill that responsibility in a fiscally sound manner, the following guidelines shall be followed.

### **II. Composition of Hardship Committee**

The Committee shall be composed of the CSPFF Board of Trustees. The Hardship Committee shall review application for assistance at their regularly scheduled meeting, or if there is a considerable urgency to the request, they may be considered by a telephone conference call or via an e-mail exchange.

### **III. Establishment of Hardship Fund**

There is hereby established with the financial accounts of the CSPFF, a Hardship Fund. The Hardship Fund shall be used solely for those activities designated by the Board of Trustees.

### **IV. Eligibility for Hardship Funds**

The following are eligible for assistance from the Hardship Fund:

CSP employees who are members of the ACSPP, their spouse or non-emancipated children, facing illness, injury, a crisis situation or other extraordinary circumstances beyond their financial means.

Applicant must have been a dues paying member of the ACSPP, in good standing, for at least 90 days before requesting a hardship.

Each request for funding shall be submitted in writing to the Board of Trustees. The Trustees shall consider each request on a case by case basis.

### **V. Hardship Criteria**

Each request for assistance shall be evaluated by the Board of Trustees on a case by case basis to include the following considerations:

- A. The type of aid requested;

- B. The financial need of the member;
- C. The urgency of the request; and
- D. The availability of the Hardship Funding

VI. Procedure for Requesting Aid for a Hardship

- A. Each request shall be submitted in writing by the requesting party to the Board of Trustees and shall include the following information:
  - 1. The name, address, email address, and phone number of the member and person(s) for whom aid is being requested;
  - 2. A detailed account of the circumstances under which aid is being requested;
  - 3. An estimate of the costs associated with the request for assistance; and
  - 4. Any other information that has a bearing on the request that the CSPFF Board of Trustees should consider when reviewing the request.

An applicant may be asked to meet with the Board of Trustees in person.

- B. Each request must be forwarded to the following:

Colorado State Patrol Family Foundation  
Attn: Hardship Committee  
55 Wadsworth Blvd.  
Lakewood, CO 80226

OR

Fill out the electronic form at <http://cspff.net/hardship-fund-application/>