

An Educational Success Emergency Fund has been established to provide emergency financial resources toward education-centered essentials for post-secondary students engaged with the Teammates+ mentoring program. The purpose of the fund is to provide financial support for a student when it would become detrimental to their educational success if these resources weren't available.

## **Educational Success Emergency Fund**

## **Qualifying Criteria:**

- Current TeamMates+ mentee encountering financial hardship.
  - Financial hardship examples may include:
    - The inability to pay for required fees, textbooks, or other supplies
    - The inability to pay for rent so that a student is not displaced
    - The inability to pay for food so that a student would be nourished
    - The inability to pay for transportation services to attend classes
  - We ask that the financial hardship be corroborated by the TeamMates+ mentor of the mentee seeking assistance and that they advocate for and participate in the request process.

## **Educational Success Emergency Fund Request Process:**

- The request form is electronic and is located on our website: <u>Educational Success</u> <u>Emergency Fund Nomination • TeamMates Mentoring</u>
- The Mentor, after conferring with the mentee, completes the initial online request which includes a description of the financial need of the mentee, the amount they are requesting, and any supporting information they are aware of, along with the time sensitivity of the requested resources.
  - Applying to the Educational Success Fund does not guarantee the receipt of funds.
  - The amount disbursed may be less than the amount requested depending on financial need and total funds available at that time.
- Completed applications will be submitted to the TeamMates+ post-secondary manager.
  - TM+ Manager will review and reach out for additional information as needed
    - TM+ Manager will explore other funding opportunities with the mentee.
- The TM+ manager will collaborate with other team members, including those on our former finance committee, to review the need and determine if resources will be given and the total amount to be distributed.
- The TeamMates+ Coordinator will coordinate the distribution of the funds with the Teammates National Office.
- Financial disbursement will not be submitted directly to the mentee, bu to a 3<sup>rd</sup> party involved as noted in the request, unless approved otherwise by the national office accounting department.