

Individual or Family Financial Vetting Form Eastex Detachment Bingo Fund

- PRINT / TYPE ALL INFORMATION – Use Additional Pages as Necessary

Eligibility: Marine FMF Corpsman FMF Chaplain Family Family Member Other

Status: Normal or Emergency/Time Sensitive **Submission Date:** _____

Sponsor/Vetting Member's Name (Eastex Member): _____

• Mobile Telephone #: _____ - _____ - _____ • E-Mail Address: _____

Recipient's Name: _____

Recipient's Address: _____

• City: _____ State: _____ Zip Code: _____

• Mobile Telephone #: _____ - _____ - _____ **E-Mail Address:** _____

Current Situation: (detail description, attach photos if relevant – use separate typed or printed report)

Proposed Solution: (detail description – use separate typed or printed report)

Requested Amount: \$ _____ **Date Needed:** _____

Detachment Commandant's Signature: _____

• Telephone#: _____ - _____ - _____ • E-Mail Address: _____

Committee Chair Approval: _____ **Date:** _____ **Amount:** \$ _____

WRITTEN PROPOSED ACTION PLAN must ensure compliance of the current Eastex Bylaws and below listed areas. The complete Action plan must be typed or hand-written (legible) in a separate statement by the sponsor. All documentation to include the separate statement must be e-mailed as a .pdf document or mailed to the Detachment Commandant. The following areas must be included in the Plan:

VETTING POLICY:

- Vetting is used to verify the actual need of the prospective recipient of financial aid prior to the distribution of funds.
- A complete vetting report must be turned in to the Detachment Commandant for all requests. On a non-emergency or emergency request, the Commandant will review and make a recommendation to the Board of Trustees or membership to approve or reject the request.
- During vetting process, sensitivity to perspective recipient's situation will be maintained.

VETTING PROTOCOL:

- The sponsor (Vetting Officer/MCL member working the case) will vet the prospective recipient on all requests.
- Emergency requests greater than \$3,000 will not be considered.
- The sponsor or vetting officers must submit a written report to the Detachment Commandant when the funds have been disbursed.

VETTING REPORT. The Vetting Officers will verify and report the following intelligence in writing:

- Financial assistance eligible.
- Honorability Discharged from Marines or Navy (include proof if non-MCL member).
- Relationship with Marine Corps and/or MCL.
- Character, demeanor, and self-motivation of perspective recipient.
- Name, address, and contact information of perspective recipient is correct.
- The current situation (need) as stated by the perspective recipient is accurate and realistic:
- Perspective recipient's resources:
 - Financial status (income sources and amounts)
 - Insurance status (Receiving settlement money from insurance company and amount)
 - Employment status (employed, name of employer)
 - Benefit status (VA, medical, retirement, SS, etc.)
 - Transportation status

ADDITIONALLY:

- As appropriate, provide photos to better illustrate and/or substantiate need.
- Identify and list axillary aid being provided and by whom (private, foundations, etc.).
- Potential conditions and/or circumstances of adverse influence (felon, DUI, Credit, abuse, etc.).
- Realistic action plan with time table (include options, if any).
- The financial assistance requested is realistic to address current need.
- Recommend amount of funds and distribution to be provided in support of need.
- Additional information and/or recommendations pertinent to support or reject request.
- Signature of vetting sponsor or vetting officers.
- Vetting Report submitted to the Detachment Commandant.

NORMAL OR EMERGENCY REQUEST. Normal Request will be voted on at the next Detachment meeting (Quarterly or Annual.) Emergency Request will be processed as soon as possible by the Detachment and be approved by the Board of Trustees or the membership.