



## **Safe Harbor Disaster Relief Fund**

### **Associated Forms: Safe Harbor Disaster Relief Application**

In the event of a disaster within a district, it is the responsibility of the District Governor to notify Pilot International Headquarters of the affected clubs. Headquarters will communicate the information to the International Administrative Council, Past International Presidents and Pilot Clubs. Clubs and Districts may request additional information from the reporting Governor or Presidents of Pilot clubs impacted by the disaster.

Donors to Pilot International's Safe Harbor Disaster Relief Fund may donate to the fund in general by designating the funds to the Safe Harbor Disaster Relief Fund. Forms are available on the Pilot International website.

If the donor would like to donate to a specific disaster, they must designate the specific disaster to ensure the donation will be used in that manner; otherwise, monies will be placed in the general Safe Harbor Disaster Relief Fund.

Potential recipients of funds from the Pilot International Safe Harbor Disaster Relief Fund must use the following steps to receive applied for funds:

#### **Recipients *must understand*:**

The funds are specified to help pay for limited types of essential living expenses, which are:

- Medical expenses not eligible for reimbursement by insurance
- Housing
- Utilities
- Food
- Clothing
- Shelter
- Other Basic Necessities

The Fund is not a replacement for insurance and cannot pay to rebuild houses or be used to satisfy insurance deductibles. Additionally, the program cannot pay to replace non-essential items such as cable, electronics or furnishings. Pilots may request funds in the amounts of **\$250 or \$500 USD**. All fund distributions are contingent on funds available.

**Once the Pilots' needs are met, the funds can be used to help others affected by the disaster.**

**Approval:** Recipients must submit completed applications to Pilot International Headquarters for review and endorsement. Pilot International members will forward all endorsed applications to Pilot International Headquarters.

**Payment:** When assistance has been approved, Pilot International will send a letter and check to the Recipient with a copy of the letter to the District Governor. Thus, the District will be aware that the application has been approved and disaster relief funds have been granted and disbursed.

**Procedure:** HQ staff will receive and compile all Safe Harbor Disaster Relief requests. They will also compile a current fund balance report and share both the spreadsheet of requests and fund balance to the PI President. The Executive Committee will review and return recommendations for distribution to HQ for handling. Notification letters will be sent to the Requestor and the District Governor.