

# Community Benevolence Committee Guidelines

The Community Benevolence Committee (CBC) is a standing committee within the Staff Senate of East Tennessee State University. The goal of the CBC is to promote goodwill among the ETSU campus and the community. Staff Senate and the CBC established the CBC Fund as a means to disperse funds to staff members in the event of a catastrophic event.

Eligibility to receive CBC funds from Staff Senate is restricted to regular full-time and regular part-time staff members of East Tennessee State University.

CBC Funds dispersed are restricted to catastrophic events only (i.e. floods, fire, tornados, etc.) and are not applicable for the easement of recurring debt issues, such as paying monthly bills.

All requests must be made in writing by completing the CBC Fund application in its entirety and submitting the form to the Chair of the CBC or President of Staff Senate.

A sub-committee of the CBC will review all requests and make a recommendation to the President of Staff Senate and the Staff Senate Executive Committee for approval or rejection of funds within two (2) working days of receiving the request. The amount of funds to be dispersed will be addressed, on a case-by-case basis, and may not exceed \$200 per event. The staff member will be contacted by the President of Staff Senate or designee with a recommendation.

All monies dispersed to a staff member are direct deposited into their current direct deposit account on file with the university.

It is the desire of the CBC to retain a consistent reserve in the CBC account of no less than \$2,000, unless otherwise specified by the President of Staff Senate. Please return the completed form to the Staff Senate Post Office, 23042.