Effective Date:

Revision Date:

Approved:

Review Date:

# Affiliate Association Disaster Relief Loan Guidelines

Affiliates who experience a loss of revenue due to a natural disaster (unforeseeable and/or uncontrollable act of God) may request a loan up to $2000 from the Academy. The affiliate will be responsible for re-paying the loan, through dues rebate reductions, within four years of receipt of the money ($500/year).

Procedures

An affiliate requesting a loan will need to submit their request in writing to the Affiliate Relations Team. The affiliate will have up to one year from the disaster to submit a request. The Affiliate Relations Team will evaluate the request based upon the information submitted by the affiliate. Upon approval of the Academy Chief Executive Officer and Chief Financial Officer a check for the amount requested will be distributed within 10 business days. If the request is not approved by the Academy CEO and CFO, the request will automatically be forwarded to the Academy Board of Directors for further review and reconsideration. Upon the Board of Director’s approval funds will be distributed to the affiliate. In the event the request is denied, the Affiliate Relations Team will respond, in writing, to the affiliate association with an explanation of the loan denial.

Submitting a Request for a Loan

An affiliate may request a loan up to $2000, from the Academy. The affiliate will submit the following to the Affiliate Relations Team.

* A summary of the disaster incident and why the affiliate is requesting a loan.
* Insurance coverage information, i.e., convention cancellation insurance coverage, or property/casualty insurance.
* Current budget and other budgets affected by the disaster and loss of revenue.
* Affiliate Balance Sheet
* Bank statements (checking and savings)

Loan Repayment

The affiliate will have four years to repay the loan to the Academy through dues rebate reductions ($500/year).