

THE 40 & 8 - CHARLES W. ARDERY MEMORIAL CHILD WELFARE TRUST FUND



CLAIM APPLICATION GUIDELINES

1. Charles W. Ardery Memorial Child Welfare Trust Fund (hereinafter called “program”) claim application forms are available from Voiture Nationale, or can be printed off the internet by accessing [“http://www.fortyandeight.org/forms/Charles_Ardery.pdf.”](http://www.fortyandeight.org/forms/Charles_Ardery.pdf)

2. The program claim application form specifically states the following.

“The primary function of the Charles W. Ardery Trust fund is to provide reimbursement of funds expended by a Voiture Local or Grand, in the emergent needs of children 17 years old or younger.”

3. For the purpose of the program, the term “emergent” is defined as;

“A situation which has developed of a serious nature, which demands prompt action.”

4. For the purpose of the program, a situation is an event that is;

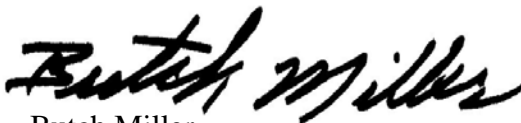
“... caused by natural disasters, flood, tornado, hurricane, fire, volcano, etc. Additionally, those situations caused by society may be considered. For example: loss of parental support, inability of civil agencies to act, civil disaster, etc.”

5. Voiture Locale claims, **MUST** be submitted through the applicable Grand for signature and approval or disapproval recommendation. The Grand is required to submit **ALL** Voiture Locale originated claims regardless of recommendation, to Voiture Nationale. Grand originated claims should be submitted directly to Voiture Nationale.
6. Program claims are currently limited to \$200.00 per individual child, with a maximum claim limit of \$800.00 per single family. However, the established claim limits are discretionary and may be waived if, in the opinion of the Disbursement Board majority, the facts and circumstances of the situation warrant such action. In such instances, discretionary consideration will be exercised, if specifically requested by the applicable originating Voiture or Grand. If requested, discretionary action will be based totally on the facts and circumstances of the situation, as explained by the claim, and exceptionally justified by the documentation and evidence submitted, at the time of the claim.
7. The total amount of program claims that can be approved for any single Grand is limited to \$5,000.00 per program year. Once a Grand reaches the \$5,000.00 limit, the Disbursement Board will accept no further claims from the Grand, regardless of the originating Voiture Locale. Once a Grand reaches the established program limit, any claim(s) received by Voiture Nationale from the Grand, will be returned without Disbursement Board consideration. However, the Grand limit is discretionary and can be waived if, in the opinion of the Disbursement Board majority, the facts and circumstances of the situation warrant such action. In such instances, discretionary consideration will be exercised, if specifically requested by the applicable Grand. If requested, discretionary action will be based totally on the facts and circumstances of the situation, as explained by the claim, and exceptionally justified by the documentation and evidence submitted, at the time of the claim.

8. The program Disbursement Board has established the following listed **MINIMAL CRITERIA**, for all claims. Failure to meet any of the listed criteria could result in disapproval of the claim.
 - a. Program claim **MUST** be submitted on the correct form; they **MUST** be complete and legible and; **ALL APPLICABLE AND REQUIRED SUPPORTING DOCUMENTATION AND EVIDENCE MUST BE ATTACHED** (see paragraph g)
 - b. Completed claim form must be original. Forms may be copied or printed from the internet. However, **ONLY** original completed claims (not copies) will be accepted by the Disbursement Board.
 - c. All signatures on a claim form **MUST** be original. Rubber stamp and other such copies of signatures will **NOT** be accepted.
 - d. All applicable and supporting purchase receipts **MUST** be submitted at the time of the claim. Only original receipts will be accepted.
 - e. Copies of **ALL** cancelled checks (front and back) associated with the purchase receipts presented, **MUST** be submitted at the time of the claim.
 - f. If purchase or other financial obligation was satisfied by cash, the originating Voiture or Grand **MUST** attach a statement attesting to the fact. Statement must be signed by the applicable Chef or Correspondant.
 - g. All documentation and evidence supporting the fact(s) and circumstance(s) presented by the claim **MUST** be submitted at the time of the claim. Claims resulting from natural disasters such as flood, tornado, hurricane, fire, volcano, etc., **MUST** include one or more of the following evidentiary items. Picture(s), newspaper article(s), copy of Police, Fire or other Local, State or Federal Government Department, Agency or Administration report(s), insurance company report(s), verified witness statement(s) and affidavit(s), etc.
9. The Disbursement Board realizes that these guidelines will not cover all possible occurrences and situation that may arise. In such instances, the Disbursement Board expects the originating Voiture or Grand to implement the necessary decision process, to accurately determine if the situation in question is emergent, as defined by the program. If determined to be emergent, then the originating Voiture or Grand should submit the claim to the Disbursement Board, in a timely manner and justify both its decision and the associated claim.
10. Above all, an originating Voiture or Grand **MUST** always remember that it is *spending its own money first* ... and the rules of the program *carry no guaranteed reimbursement of expenses, in any instances.*

Questions, concerns or requests for additional information or claim forms should be directed to Voiture Nationale at telephone number (317) 634-1804, or by fax at (317) 632-9365. You can contact me directly by e-mail bmiller@fortyandeight.org.

Thank you for your interest and continued service to La Societe.



Butch Miller
Program Coordinator