Purpose (Mission):
To provide emergency goods, services and aid Elk members and households in the State of Florida who are victims of a documented disaster.

Scope:
These responsibilities and procedures may be placed into action whenever the President of the United States of America or the Governor of the State of Florida declares a “Disaster Event” in the State of Florida and to provide guidelines for the Florida State Elks Association in providing relief.

FSEA Disaster Relief Committee
A. FSEA President
B. FSEA COO/Secretary
C. FSEA CFO
D. President of Florida Elks Charities
E. Chairman of the Harry Anna Trust Fund

These persons constitute the Board of Directors of the Florida State Elks Association’s Disaster Relief Fund.

Responsibilities:
A. Upon becoming aware of a declared disaster, the Disaster Relief Committee shall meet, coordinate with the State Sponsors and establish a plan of action.
B. The Committee shall approve and disperse Disaster Relief funds as needed
C. If needed, the Committee shall coordinate solicitation of additional funds from outside sources.
D. FSEA District Leaders shall be responsible for coordinating and assisting their members in requesting relief.
E. The Committee shall provide supervision and guidance throughout the disaster.
**Funding:**

A. Upon approval of this plan, $100,000 of Harry Anna Funds shall be set aside for Disaster Relief under the control of the Harry Anna Trust Fund Board. Funds from this account shall be available to be withdrawn at the direction of the FSEA Disaster Relief Committee as needed in the time of a disaster.

B. Any funds donated to FSEA during the disaster, and not used for disbursement, shall be returned to the Harry Anna Trust Fund in reserve for future disasters.

**PROCEDURE:**

A. The members of the FSEA and/or their dependents should be given first consideration, but other victims of the public may also be included.

B. Emergency Grant Recipients shall be obligated to complete an FSEA Grant Application describing the extent of damages.

C. Grants will be guided by information given with respect to the urgent need for food, clothing, blankets, or medical supplies which may be available for other agencies.

D. The FSEA shall NOT and should not be the primary relief agency.

E. Grant recipients are obligated to use grant funds for original purposes as stated in the application within 60 days of receipt. If Grant is not used within the time frame, recipient is obligated to return the unused portion to the FSEA.

F. Purpose of the Grant should not be to restore lifestyle to its original status, but to provide for immediate assistance for emergency goods such as food, clothing, sanitary supplies, etc.

G. The extent of insurance coverage or other sources of restitution should be examined. No money is to be used for reconstruction; ---rendering facility safe, sanitary, or secure from vandalism is not considered reconstruction.

H. No individual shall receive more than $2,000.00 from this fund.

I. The relief program will cease either when all applicants/recipient have received immediate or when it is determined that further assistance is not required. Any excess donations for a disaster will continue to be held in the Disaster Relief Fund for use in future disaster relief as stated under “Funding, paragraph B in this document.”