



ALAPTA TORNADO RELIEF FUND

POLICY FOR DISBURSEMENT

Purpose: To provide monetary relief to ALAPTA members and their families who were affected by the April 27, 2011 tornadoes.

Guideline:

1. Those seeking funds from the ALAPTA Tornado Relief Fund (ALAPTA-TRF) will complete a request form (See Attachment A).
2. Requests will be submitted to the ALAPTA Executive Office.
3. Requests will be reviewed for completeness and ALAPTA membership status will be verified.
4. The ALAPTA Executive Office will forward requests to the Treasurer who will coordinate with the ALAPTA Tornado Relief Fund Task Force to reach a decision.
5. Decisions will be sent to the ALAPTA Executive Office for check disbursement.

Allocation of Funds:

- ALAPTA members (PT, PTA, students) will be given priority over non-members in dispersing funds.
- Every attempt will be made to donate the requested amount, but the number/amount of other requests will be considered.
- The fund will remain open for six months.
- At the end of six months, any remaining money will be donated to the American Red Cross for Tornado Relief.