

Arkansas National Guard Foundation

17 August 2022

Agenda

Welcome

Briefs

Priddy, Holifield, & Ables

Lighthouse Financial, Dax Weindorf,

Treasurers Report, Damon

Old business

Approve Meeting Minutes May 25, 2021

NGAA Support Agreement

2023-2025 Budget

New business

Termination of Catherine Johnson and Associates.

Status of 2022-2023 Scholarship Plan

Status of SOS Fund SOP

Status of MFRTF Rule Change and SOP

New Proposed Bylaws

New Board Members

2023 Spend Plan

2022 CFC Funds Distribution

Contracting for 2024 Golf Tournament (Top Golf)

ARNGF Quarterly Meeting Date

Establish next meeting date

Adjourn

MEMORANDUM FOR RECORD

SUBJECT: Minutes of Foundation Board of Directors meeting: 17 August 2022

Officers Present: President, Paul Jara
 Vice President, Russell Betts (Zoom)
 Secretary, Adam Warford (Zoom)
 ANGF Executive Director Damon Cluck
 NGAA Executive Director, Elizabeth Jara
 EAANG President, Ashley Brodnax
 BG John O. Payne, Command Group Rep
 Steven Veazey, EAANG Rep
 Ryan Workman, Member at Large (Zoom)
 Ben Moore, Member at Large (Zoom)

Visitors: Gary Wynn (Zoom)
 Eric Lothian, Priddy, Holifield & Ables (Zoom)
 Robin Brady, NGAA Staff

1. President Jara called the meeting to order and reviewed the agenda for the meeting.
2. Damon Cluck reported on briefing the TAG.

Briefs

3. Eric Lothian, Priddy, Holifield & Ables, reported on the audit of the Foundation as of June 30, 2022, showing an unrealized loss. A Form 990 tax return was prepared. Their opinion is that the audit was clean, with no modifications, which is the best that it can be based on general auditing standards. They are of the opinion there will be no problem meeting future obligations. He went over the responsibilities of Management and the Auditors for the audit of financial statements. He reported on the summarized comparative information for the year ended June 30, 2021, and said it is consistent with the audited financial statements from which it was derived.

Eric explained the items listed in the Statements of Financial Position for the Foundation. He mentioned that the amount Due to Others is the money held for FA and that Other Payables is bookkeeping fees.

In the Statement of Activities (Profit and Loss), the year ended June 30, 2021, was summarized. He explained items listed in Revenues and Expenses and said that Interfund Transfers are between the Fund and Endowment. The restricted and unrestricted funds have to get in the right bucket.

The Statements of Functional Expenses shows all expenses itemized. He went over the Statements of Cash Flows as shown on the audit.

Eric discussed items in the Notes to Financial Statements. He explained the requirements of reporting assets without donor restriction and with donor restriction. The Foundation adopted Accounting Standards Update (“ASU”) 2020-07, Not-for-Profit Entities: Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. This mainly concerns contributions. The Foundation is still a not-for-profit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. As of June 30, 2022, there was a \$114,452 fund deficiency due to unfavorable market fluctuations in the second half of the Foundation’s fiscal year. This will be reported in endowment assets without donor restriction.

4. Russell Betts made a motion to approve the audit for the year ended June 30, 2022, with the following changes: The year pertaining to when the Foundation was established should be 2013, not 2014, in Note 1, and Family Outreach Services should be changed to Survivor Outreach Services, in Note 5. A second was made. There was no further discussion and the motion passed unanimously.

5. Betts made a motion to approve the prepared tax return and to pay the amount of \$1,063 owed. A second was made. There was no further discussion and the motion passed unanimously.

6. Betts reported that July was the biggest increase in the S&P market. It was flat through August. Investments will be briefed more in detail later. Inflation plays a big part in the market but it seems to be coming down.

7. Damon Cluck went over the Treasurer’s Report. New accounts were opened at Arvest Bank with minimum deposits. Everything has not been transferred yet from USBank. When the scholarship checks clear, the accounts will be reconciled. He will be closing the accounts at Simmons Bank. We put \$100 in the AG Fund as a placeholder until the Foundation receives the State money.

Old Business

8. Betts made a motion that the minutes of the May 5, 2022 ANGF board meeting be approved with the correction as follows: Under Old Business, paragraph 8, ...”Damon Cluck was Executive Director...” should be changed to “Damon Cluck as Executive Director.” Elizabeth Jara offered a second. There was no further discussion and the minutes were approved unanimously as corrected.

9. Cluck summarized the NGAA Support Agreement and stated it is still in progress.

10. Regarding the 2023-2025 Budget, the tax item is not accounted for. The budget items are depending on grant money.

New Business

11. President Jara reported that association with Catherine Johnson of Catherine Johnson and Associates has been terminated because of the financial position of the Foundation. It was determined the

Foundation could not continue to pay her and fund programs too. There was discussion concerning future programs to raise funds.

12. Cluck reported on the status of the 2022-2023 Scholarships awarded. Checks to scholarship recipients have been mailed.

13. President Jara called for discussion on the SOS Fund SOP and the MFRTF Rule Change and SOP. There was discussion about the total paid out and the procedure for requesting more money, if needed. It was noted that the budget limits what is allowed to spend. Jara expressed appreciation to those that worked on the SOP's.

14. Ashley Brodnax made a motion to approve the SOP's. Elizabeth Jara offered a second. There was no further discussion and the motion passed unanimously.

15. The new proposed Bylaws were presented. Veazey made a motion to approve the proposed Bylaws. A second was offered. There was no further discussion and the motion passed unanimously.

16. President Jara welcomed new Board members Ryan Workman and Ben Moore.

17. Lothian reported on the 2023 Spend Plan. He presented a consolidated document for income and expenses. The average of the last three years equity is \$1.3 million. 5.25% was used to get basis for revenues. \$72,000 - \$73,000 is projected. There would be a deficit unless income increases. He discussed different options. Any money taken would come out of the Diamond Fund. President Jara suggested we approve the Spend Plan with the caveat that should the Foundation's income change due to grants, that modifications could be made. There was a discussion of future years if no grants are received.

18. Betts made a motion to approve the 2023 Spend Plan with the caveat that modifications can be made if the Foundation's income changes due to grants. Brodnax offered a second. There was no further discussion and the motion passed unanimously.

19. Cluck reported on the 2022 CFC Funds. There is a balance of \$903. One-half will go into the Child and Youth Services Fund and one-half will go to the Museum fund. Brodnax made a motion to approve the distribution and Veazey offered a second. There was no further discussion and the motion passed unanimously.

20. Cluck discussed the potential for contracting Top Golf for a 2024 Golf Tournament. Betts made a motion to sponsor this fundraiser for 2024 in association with the NGAA and EAANG. Brodnax offered a second. There was no further discussion and the motion passed unanimously.

21. President Jara expressed thanks to Damon Cluck for his continued hard work for the Foundation.

22. Brodnax, EAANG President, expressed appreciation for the Foundation being present at the EANGUS conference in Little Rock recently.

23. No date is being set at this time for the next ANGF board meeting.

24. Elizabeth Jara made a motion to adjourn. Betts offered a second. There was no further discussion and the meeting was adjourned.

Arkansas National Guard Foundation

August 17, 2022
Treasurer Report

Balances as of 17 August 2022

Simmons Bank Checking Account	\$47,184.60
ARVEST Operations Account	\$9,465.24
ARVEST MFRTF	\$100,100.00
ARVEST AG FUND	\$100.00

Simmons Deposits Since 25 May 2022

5/31/2022	INTEREST DEPOSIT	\$9.90
6/8/2022	TRANSFER STRIPE ST-K4Y7D0H5L9F5	\$23.97
6/21/2022	CFCPLEDGE TASC CFC ARKANSAS NATIONAL GUAR	\$101.40
6/21/2022	DEPOSIT	\$185.00
6/21/2022	DEPOSIT	\$200.00
6/21/2022	DEPOSIT	\$1,000.00
6/21/2022	DEPOSIT	\$2,877.20
6/30/2022	INTEREST DEPOSIT	\$11.24
7/15/2022	CFCPLEDGE TASC CFC ARKANSAS NATIONAL GUAR	\$91.54
7/21/2022	DEPOSIT	\$7,000.00
7/28/2022	MONEYLINE FID BKG SVC LLC ARKANSAS NATL GUARD	\$68,102.00
7/31/2022	INTEREST DEPOSIT	\$1.94
8/12/2022	TRANSFER STRIPE ST-U9L4Y3O3T7Y7	\$4.55

Checks Since 25 May 2022

Simmons: TBD
ARVEST: TBD

Pending Deposits

Simmons: None
ARVEST: None

Pending Invoices/checks

Simmons: None
ARVEST: 4 X \$750 Scholarship Checks

Damon Cluck

From: Paul Jara <therealpauljara@gmail.com> on behalf of Paul Jara
Sent: Wednesday, July 20, 2022 10:44 AM
To: Shalin Gieson
Cc: Adam Warford; Ashley Brodnax; Damon Cluck; Elizabeth Jara; Gary Wynn; Russell Betts; Treasurer
Subject: Re: Resolution to Cancel Fundraising Contract

Thank you all.

I concur and it appears the "motion" passes.

Sent from iPaul

On Jul 20, 2022, at 11:12 AM, Shalin Gieson <sgieson7@gmail.com> wrote:

Yes

On Wed, Jul 20, 2022 at 8:05 AM Adam Warford <atwarford@gmail.com> wrote:

Yes

On Tue, Jul 19, 2022, 19:09 Treasurer <treasurer@eaang.net> wrote:

Yes

Brian Mays
Treasurer, EAANG
treasurer@eaang.net
479-285-6846
Sent from my iPhone

On Jul 19, 2022, at 4:09 PM, Damon Cluck <dcluck@angf.us> wrote:

Paul has asked that I send out the attached Resolution for vote by electronic means (email). I am also attaching the bylaws (electronic voting is Section IV) and a copy of the original contract with Catherine Johnson and Associates.

Please reply to this email with YES to approve the resolution or NO to disapprove the resolution.

Colonel Damon Neil Cluck, USA, Ret.

Executive Director,

Arkansas National Guard Foundation

Email: dcluck@angf.us

Phone: 501-772-1270

<https://www.angf.us/>

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Shalin



ARKANSAS NATIONAL GUARD FOUNDATION
P. O. BOX 663
NORTH LITTLE ROCK AR 72115

TAX ID # 49-3590839

**Corporate Resolution
Of
The Arkansas National Guard Foundation**

WHEREAS the board of directors previously voted to enter a contract with Catherine Johnson and Associates, Inc for consultation and fundraising. And,

WHEREAS the performance of the Foundation's portfolio of investments has been negatively affected by recent economic conditions so that continued payments under the aforementioned contract will negatively impact the Foundation's ability to continue its existing programs. And

WHEREAS time is of the essence as the next payment under the contract is due on or about 1 August 2022 and the Board of Directors is not scheduled to meet again before that date.

RESOLVED, that it is in the best interest of this corporation to cancel the contract with Catherine Johnson and Associates, Inc. for consultation and fundraising services. The Executive Director of the Arkansas National Guard Foundation is hereby directed to immediately give Catherine Johnson and Associates, Inc. the ninety-day notice required under the contract. The Foundation shall pay, in accordance with a final invoice from Catherine Johnson and Associates, INC, up to \$30,000 after obtaining a signed IRS Form W9.

Certificate

The undersigned hereby certifies that he is the Secretary of the Arkansas National Guard Foundation, Inc, a corporation organized and existing under the laws of the State of Arkansas: That the foregoing is a true and correct copy of a resolution duly adopted by an electronic vote of the Board of Directors of said Corporation conducted in accordance with Article IV, Section 3 of the bylaws of the Corporation, on the 19th day of July, 2022, in which a quorum of the Board of Directors participated; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this _____ Day of July 2022

Damon Neil Cluck, Secretary,
Arkansas National Guard

Proposed Amendment to Article IV, Section 2.d. At Large Members.

ARTICLE IV

Board of Directors

Section 1. General Powers and Qualifications. The Board of Directors shall manage the property, affairs, and business of the Foundation.

Section 2. Number, Term and Election of Office. The Board of Directors shall consist of seventeen (17) positions.

- a. Three Directors will be elected by the NGAA for three-year terms.
- b. Two Directors will be elected by that EAANG for three-year terms
- c. There will be four Ex Officio Positions.

(1) The elected Presidents of the NGAA and EAANG, or their designated representative, will serve on the Board of Directors during their term of office. They have voting rights but may not serve as an elected officer of the Foundation.

(2) The Executive Director of the NGAA shall serve as an ex-officio member of the Board of Directors

(3) The Adjutant General of the Arkansas National Guard will appoint one Director to represent the Command on the Board of Directors.

d. There will be up to nine (9) at large members of the Board of Directors. At large members do not require prior military service or membership

(1) At large members will be nominated by the Board of Directors and appointed by ~~The Adjutant General-President of the Foundation, after consultation with the Adjutant General.~~

(2) If any vacancy shall occur among the at large directors by death, resignation, disqualification, removal or otherwise, such vacancy may be filled by the Board of Directors nominating a replacement for appointment by the President of the Foundation after consultation with The Adjutant General, ~~two-thirds vote of the remaining directors. Nominations for vacancies for unexpired terms may also be filled at any Board of Directors meeting.~~

e. Each director shall continue in office until his or her successor shall have been appointed or until that director's death, or resignation, or shall have become disqualified, or shall have been removed in the manner hereinafter provided.

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Proposed Amendment to Article IV, Section 2.d. At Large Members.

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(1) At large members will be nominated by the Board of Directors and appointed by President of the Foundation, after consultation with the Adjutant General, for a three-year term.

(2) If any vacancy shall occur among the at large directors by death, resignation, disqualification, removal or otherwise, such vacancy may be filled by the Board of Directors nominating a replacement for appointment by the President of the Foundation after consultation with The Adjutant General.

e. Each director shall continue in office until his or her successor shall have been appointed or until that director's death, or resignation, or shall have become disqualified, or shall have been removed in the manner hereinafter provided.



ARKANSAS NATIONAL GUARD FOUNDATION

Military Family Relief Trust Fund

Standard Operating Procedure

Introduction

1-1. Authority

This procedure is created pursuant the Arkansas National Guard Foundation's, hereinafter, "The Foundation," By-Laws and NGAR 2105-02 MILITARY FAMILY RELIEF TRUST FUND OPERATING GUIDE AND PROCEDURES and pursuant to authority granted to The Adjutant General by the Arkansas Legislature through the adoption of Act No. 1028 of 2005, Act No. 827 of 2007, and Act No. 402 of 2015 (codified at Ark. Code Ann. §§ 19-5-1127 and 26-51-2506, respectively).

1-2. Purpose

The Military Family Relief Trust Fund was established to provide short term emergency financial assistance in the form of grants to members of the Arkansas National Guard and Reserve Components of the Armed Forces and/or families of these members impacted by a crisis situation. This fund provides a valuable means to assist and improve the morale and welfare of members of the Arkansas National Guard and Reserve Components of the Armed Forces.

1-3. Administrative Procedures

Pursuant to Ark. Code Ann. §26-51-2506(h), The Adjutant General of the Arkansas National Guard has designated the Arkansas National Guard Foundation as his agent for the operation of the grant program authorized by the act. The Foundation receives, processes and either approves or disapproves grant applications. The Foundation receives funds appropriated by the Arkansas General Assembly from the Military Family Relief Trust Fund through grants from the Department of the Military. Funds are administered through an interest-bearing bank account maintained by the Foundation. The Foundation will maintain all appropriate administrative files and information concerning the operation and processing of the business of the Fund and upon request, makes these records available for review by the Department of the Military. The Foundation provides copies of its annual audit to the Department of the.

1-4. Eligibility

Any current member, or family member, of the Arkansas National Guard or a Reserve Component of the Armed Forces who is a resident of Arkansas is eligible to request assistance. Pursuant to Ark. Code Ann. §26-51-2506(h), eligibility criteria for receiving grants shall include, but not be limited to, the following:

- a. The need of the family:
- b. The paygrade of the member of the National Guard and reserve components of the Armed Forces.



ARKANSAS NATIONAL GUARD FOUNDATION Military Family Relief Trust Fund Standard Operating Procedure

- c. The difference between the member's military and civilian pay; or
- d. Any other factors that establish the family's financial hardship.

The Foundation requests that the applicant explore all resources (family, community service organizations, churches, etc.) before making application for emergency assistance. The member may be referred to a financial counselor or representative from the State Family Readiness Program office for additional financial counseling based on the recommendation of the Foundation, while reviewing the request.

1-5. Funds Administration

As mentioned above, the requested financial assistance must be to solve a crisis situation. A crisis is defined as "an event beyond the control of the member or family member that requires assistance that is not available from any other reasonable source." Additionally, the financial assistance should remedy a one-time problem, not an ongoing situation. A priority is given to provide immediate cash to members/families who are waiting to receive military pay or reimbursements that have been delayed due to no fault of the servicemember. The Foundation may make payment directly to the servicemember or to their creditors as the Foundation determine best meets the intent of the program.

Examples of situations that could qualify are:

- a. Delay in receiving pay or reimbursement from the government;
- b. Temporary shelter, lodging or rent;
- c. Emergency utility assistance, i.e. gas electric water (not telephone, cable or internet service provider);
- d. Emergency transportation and vehicle repair;
- e. Costs incurred for emergency travel due to death of immediate family member;
- f. Emergency home repair;
- g. Death of a dependent;
- h. Any special circumstance that the Foundation believes meets the intent of the General Assembly in establishing Ark. Code Ann. §§ 19-5-1127 and 26-51-2506.

Examples of things that would not typically qualify are:

- a. Payment for nonessential items or services;
- b. Payment for ordinary leave or vacation;
- c. Payment of fines or legal expenses;
- d. Liquidation or consolidation of debt;
- e. Assistance with down payment on a home purchase or home improvements; and
- f. Funds to purchase or make along term of a vehicle.



ARKANSAS NATIONAL GUARD FOUNDATION Military Family Relief Trust Fund Standard Operating Procedure

1-6. Application Procedures

The member or family member's first step will normally be to contact the unit First Sergeant or Unit Commander or Full Time Staff at the unit. Personnel may also contact someone in the Rear Detachment or the Family Readiness Office or local Family Assistance Center to assist in the process. Anyone who can act on the behalf of the member may apply for assistance if they have a properly executed Power-of-Attorney and proof of identification. The Servicemember in need, family member or unit representative on the member's behalf will prepare an application and submit to the Foundation to request assistance. It is preferred that the request be prepared and forwarded to the specific service representative who will verify eligibility. Each service will provide the POCs upon distribution of this information. The service representative will provide the application electronically to the Foundation so that Foundation can decide on awarding the grant. The request should contain, as a minimum:

- a. Description of the circumstances or events that caused the financial emergency;
- b. The need of the family, if applicable;
- c. Any other factors that establish the members family's financial hardship;
- d. The purpose or bills that the grant will be used for;
- e. The amount requested;
- f. The difference between the member's military salary and civilian salary;
- g. Any explanation or attempt to remedy the situation by the Servicemember or the lack of other options or resources (savings account, family assistance, other organizations);
and
- h. Name of the member, names of the family member impacted if applicable, pay grade, unit of assignment, home address, and phone contact numbers.

When forwarding the Servicemember's request, a unit representative should include information regarding the Servicemember's standing in the unit/mobilization status, and any additional information reference the Servicemember's situation, especially when a delay in military pay is the cause for financial crisis. Applicants may be required to provide verifiable proof of the need and other supporting documents. At a minimum, the following items should be needed:

- a. Military ID Card;



ARKANSAS NATIONAL GUARD FOUNDATION

Military Family Relief Trust Fund

Standard Operating Procedure

- b. Leave and Earnings statement and any proof of other family income to show the difference in military pay against civilian pay; and
- c. Substantiating documents (car repair estimate, rental agreement, utility bill, etc.).

1-7. Type of Assistance Available

The amount of assistance will not exceed \$2,500.00 in a 12-month period. Assistance is in the form of a grant. Upon approval, the funds may be paid to the Survivor or applicant or may be made payable direct to a creditor.

1-8. Application Processing

Once the Foundation Executive Director receives the application, there are three levels of approval depending on the size of the grant requested and the criteria under which the grant is requested:

- a. Grants of up to \$750, which fall within the criteria stated in Paragraph 2-2 above may be approved by the Executive Director. The Executive Director can choose to fund all or part of a grant request.
- b. Grants of \$750 to \$1500, which fall within the criteria stated in Paragraph 2-2 above require review by the Foundation Emergency Assistance Approval Committee. These votes will normally be conducted electronically. The Committee can choose to fund all or part of a grant request.
- c. Grants from \$1500-\$2500, or those that are an exception to the criteria stated in Paragraph 2-2 require approval by a majority vote of the Foundation Executive committee. These votes will normally be conducted electronically.
- d. Once a determination is made, the Foundation Executive Director will arrange to make the appropriate payment to the Survivor's Creditor and will maintain all appropriate records in the administration of this program.

1-9. Emergency Assistance Approval Committee

The Adjutant General of the Arkansas National Guard will appoint members of the Emergency Assistance Approval Committee. The Committee is intended to be small to facilitate timely actions on requests for assistance. The Committee may conduct its proceedings in person, or electronically. Decisions will be made by a majority vote of the committee. Electronic voting is authorized. Recommended members of the committee include:

- a. The State Senior Enlisted Advisor for the member's Service or Component within the State.
- b. A Family Readiness Coordinator
- c. The State Family Programs Director



ARKANSAS NATIONAL GUARD FOUNDATION

Military Family Relief Trust Fund

Standard Operating Procedure

- d. The State Full Time Support Chaplain
- e. The Executive Director of the National Guard Association of Arkansas

1-10. Appeals

Members may appeal a final decision of the Foundation to deny a grant to the Deputy Adjutant General of the Arkansas National Guard. In the event of an appeal the Foundation will provide the Deputy Adjutant General with all documents relating to the grant request and a statement of reasons for their decision to deny the grant. The Deputy Adjutant General may confirm the decision of the Foundation to deny the grant or approve the grant in whole or in part.

1-11. Contact Information

Current members, or family members, of the Arkansas National Guard or a Reserve Component of the Armed Forces may contact the Executive Director of the Foundation at 501-758-6422 or through the Foundation Website at <https://www.angf.us/> to receive more information about the Military Family Relief Trust Fund.



ARKANSAS NATIONAL GUARD FOUNDATION
Survivor Outreach Services Fund
Standard Operating Procedure

Chapter 1
Introduction

1-1. General. This procedure is created pursuant the Arkansas National Guard Foundation's, hereinafter, "The Foundation," By-Laws.

1-2. Purpose. The Foundation's Board of Directors established the Survivor Outreach Services Fund to provide support to surviving family members of fallen service members in the State of Arkansas, regardless of branch or component. There are three types of support that are intended to be provided from this fund, (1) short term emergency financial assistance in the form of grants to surviving family members impacted by a crisis, (2) Educational assistance in the form of grants, loans, or scholarships to surviving dependents and spouse, (3) Support to programs that foster the unique bonds and sense of community that exists within the Survivor community across Arkansas

1-3. Funds are administered through accounts maintained by the ANGF. The Foundation will maintain all appropriate administrative files and information concerning the operation and processing of the business of these funds. The ANGF may fund its programs utilizing a mixture of government and private funds, or with the income from its various endowments.

1-4. Eligibility. The Foundation recognizes that there are conflicting definitions that are applied to survivor families. These definitions are sometimes limited to only surviving parents (Gold Star Mothers), other definitions include spouses, siblings, and dependent children. Some definitions limit recognition to only service members who were in a duty status at the time of their deaths. The Foundation recognized that many members of the National Guard and Reserve are not in a paid status at the time of their deaths. These conflicting definitions mean that there is a spectrum of support that ranges from the service member that passes while in combat operations, whose family receives significant financial support from the Department of Defense to a member who passes while on active duty or drill status but not in a combat zone, to the reserve component member who takes their own life in an off-duty status and whose surviving family members are often excluded from official support by the Department of Defense. The Foundation intends to ensure that the survivors of reserve component members receive the same support as that provided by the Foundation to a member who passed while in a paid duty status, therefore the Foundation defines Survivor as:

"The primary next of kin, including parents, surviving spouses, (so long as they remain unmarried until the age 55), and children (during their minority) of armed services members who lose their lives during the term of their enlistment while serving regardless of military branch, duty status, or manner of death. Siblings of fallen service



ARKANSAS NATIONAL GUARD FOUNDATION
Survivor Outreach Services Fund
Standard Operating Procedure

members are welcome at all Foundation sponsored events but are only eligible for financial support if there was a loco parent's relationship"

Chapter 2
Emergency Assistance.

2-1. General. The Foundation requests that applicants explore all resources (family, community service organizations, churches, etc.) before making application for emergency assistance. The Survivor may be referred to a financial counselor for additional financial counseling based on the recommendation of Emergency Assistance committee.

2-1. The requested financial assistance must be to solve a crisis. A crisis is defined as "an event beyond the control of the Survivor that requires assistance that is not available from any other reasonable source." Additionally, the financial assistance should remedy a one-time problem, not an ongoing situation. If an applicant's monthly cost of living notably exceeds their income, no one-time infusion of financial assistance will solve the problem.

2-2. Examples of situations that could qualify are:

- a. Delay in receiving pay or reimbursement from the government
- b. Temporary shelter, lodging or rent.
- c. Emergency utility assistance, i.e., gas electric water.
- d. Emergency transportation and vehicle repair.
- e. Costs incurred for emergency travel due to death or hospitalization of immediate family member.
- f. Emergency Home Repair
- g. Any special circumstance as deemed appropriate by The Adjutant General.

2-3. Examples of things that would not typically qualify are:

- a. Payment for nonessential items or services.
- b. Payment for ordinary leave or vacation.
- c. Payment of fines or legal expenses.
- d. Liquidation or consolidation of debt.
- e. Assistance with down payment on a home purchase or home improvements.
- f. Funds to purchase, rent or lease a vehicle.

2-4. Application Procedures: The Survivors first step will normally be to contact a Survivor Outreach Services Coordinator. Survivors may also contact someone in the Family Readiness Office or local Family Assistance Center to assist in the process. Anyone who can act on the behalf of the Survivor may apply for assistance if they have a properly executed Power-of-Attorney and proof of identification. The Survivors in



ARKANSAS NATIONAL GUARD FOUNDATION
Survivor Outreach Services Fund
Standard Operating Procedure

need, family member or Survivor Outreach Services Coordinator on the Survivors behalf will prepare an application and submit to request assistance. A SOS Coordinator will verify eligibility. The SOS Coordinator will provide the application electronically to the Executive Director of the Foundation.

2-5. Application contents. Applicants may be required to provide verifiable proof of the need and other supporting documents. ANGF Form 1001 will be used to apply. At a minimum, the following items should be needed: The request should contain, as a minimum:

- a. A Department of Defense Form 1300, Report of Casualty, NGB Form 22, or other documentation that proves the Survivors entitlement in accordance with paragraph 1-4.
- b. Description of the circumstances or events that caused the financial emergency.
- c. Any other factors that establish the members family's financial hardship.
- d. The purpose or bills that the grant will be used for.
- e. The amount requested.
- f. Any explanation or attempt to remedy the situation by the Survivor or the lack of other options or resources (savings account, family assistance, other organizations); and
- g. Name of the Survivor, names of the family member impacted if applicable, home address, and phone contact numbers.
- h. Substantiating documents (car repair estimate, rental agreement, utility bill, etc.).

2-6. Type of Assistance Available. The amount of assistance will not exceed \$2,500.00 in a 12-month period. Assistance is in the form of a grant. Upon approval, the funds may be paid to the Survivor or applicant or may be made payable direct to a creditor.

2-7. Application Processing. Once the Foundation Executive Director receives the application, there are three levels of approval depending on the size of the grant requested and the criteria under which the grant is requested:

- a. Grants of up to \$750, which fall within the criteria stated in Paragraph 2-2 above may be approved by the Executive Director. The Executive Director can choose to fund all or part of a grant request.
- b. Grants of \$750 to \$1500, which fall within the criteria stated in Paragraph 2-2 above require review by the Foundation Emergency Assistance Approval Committee. These votes will normally be conducted electronically. The Committee can choose to fund all or part of a grant request.
- c. Grants from \$1500-\$2500, or those that are an exception to the criteria stated in Paragraph 2-2 require approval by a majority vote of the Foundation Executive committee. These votes will normally be conducted electronically.



ARKANSAS NATIONAL GUARD FOUNDATION
Survivor Outreach Services Fund
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- d. Once a determination is made, the Foundation Executive Director will arrange to make the appropriate payment to the Survivor's Creditor and will maintain all appropriate records in the administration of this program.

2-8. SOS Emergency Assistance Approval Committee. The Adjutant General of the Arkansas National Guard will appoint members of the Foundation Emergency Assistance Approval Committee. The Committee is intended to be small to facilitate timely actions on requests for assistance. The Committee may conduct its proceedings in person, or electronically. Decisions will be made by a majority vote of the committee. Electronic voting is authorized. Recommended members of the committee include:

- a. A Survivor Outreach Services Coordinator appointed by the State Family Programs Director
- b. The Senior Enlisted Advisor to the Adjutant General.
- c. The State Family Programs Director.
- d. The State Full Time Support Chaplain
- e. The Executive Director of the National Guard Association of Arkansas

2-9. Contact Information: Survivors in the State of Arkansas may contact the Executive Director of the Foundation at 501-758-6422 to receive more information about the Survivor Outreach Services Fund.



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Chapter 3.
Educational Assistance.

3-1. General. The ANGF Survivor's Educational Assistance is intended for the primary next of kin, including parents, surviving spouses, (so long as they remain unmarried until the age 55), and children up to age 23 of armed services members who lose their lives during the term of their enlistment while serving regardless of military branch, duty status, or manner of death. Siblings of fallen service members are only eligible for financial support if there was a loco parent's relationship.

3-1. Qualified Educational Programs. The award can be used at private universities, state colleges, community colleges, vocational and technical training as well as career institutions. To receive assistance, the Survivor must be:

- a. enrolled or planning to be enrolled in an undergraduate program leading to a bachelor's degree
- b. attending an accredited college or university, or
- c. enrolled in an accredited technical or trade school program which results in a certificate or diploma if they don't already have a bachelor's degree.

3-2. Covered Costs. The award will be used to subsidize the costs of tuition, schoolbooks, fees, on-campus room and board, and approved education and tutoring as well as other expenses.

3-3. Application Deadline. Applications must be received by 1 May each year. Award Recipients will normally be announced by 1 July and announced by the ANGF on the Foundation Website.

3-4. The Foundation Board of Directors will determine the size and number of Scholarships that will be awarded annually as part of its annual budget process.

3-5. Survivors will apply for Survivor's Educational Assistance using ANGF Form 1002.

3-6. The ANGF Scholarship Committee will review and score the scholarship applications, establish an order of merit list, and provide the list of Scholarship Winners to the Foundation President.

3-7. The ANGF Executive Director will track enrollment status of all scholarship winners and ensure that checks are issued to the appropriate winners or their school/college.



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Chapter 4.
Survivor Support Programs.

4-1. General. The Foundation supports to programs that foster the unique bonds and sense of community that exists within the Survivor community across Arkansas.

4-2. The Foundation may fund programs conducted by Survivor Outreach Services or organizations that partner with SOS.

4-3. The Foundation recognizes that not all support organizations accept the same definition of Survivor or Gold Star family members. The Foundation hopes to sponsor events that are open to all Survivors, including the Survivors associated with members of the reserve who were not in a paid status at the time of their death. This definition includes the Survivors of reservist who died by suicide while not on duty status.

4-4. Support Organizations may submit mini grant utilizing ANGF Form 1003. These mini grant request should specify the following details about the event that the Foundation is requested to support.

- a. Name, Tax Status, and Point of Contact for the Partner Organization.
- b. Date, Time, and Location of the Event.
- c. A Brief Summary of the Even to be Sponsored.
- d. Number of Survivors that will be served
- e. Definition of Survivor used by the partner organization.
- f. Amount of Support that is requested.

