

**ST. JOSEPH'S SPIRIT CLUB
FLEX FUND APPLICATION**

SPIRIT Club dollars support the Flex Fund, which is dedicated to helping patients, their families, children's services, charities, and others within St. Joseph's service area. All requests for assistance must be sponsored by a SPIRIT Club member. The completed application form is to be submitted to the Flex Fund Chairperson.

DATE: _____ SPONSOR: _____

DAY PHONE # _____ DEPARTMENT: _____

(Application is to be completed and submitted by the sponsoring SPIRIT Club member)

1. Describe specific need or request.

2. Who will benefit from this request and how? Describe circumstances, and any other information that you feel might be helpful to the Committee.

3. Describe specific information on the item(s) you are requesting (for example, where item may be purchased, model number, costs per item, etc.).

4. Approximate Total Cost of Request: _____

5. What is the desired time frame? _____

6. If Approved, how will the requested item(s) be delivered to recipient?

7. What is the relationship between the recipient and St. Joseph's?

- Patient Patient's Family Member Employee Employee's Family Member
 Community agency within St. Joseph's service area Other - Please explain:

This organization is (check one of the following):

501 (c)3 Corporation Partnership

DO NOT WRITE BELOW THIS LINE - FOR COMMITTEE USE ONLY

Application # _____

SPIRIT CLUB FLEX FUND
(Revised May 12, 2020)

Guidelines

The following guidelines will be considered in evaluating each Flex Fund application for financial SPIRIT Club support:

- A. Focus areas for support will be limited to those within the St. Joseph's Medical Center service area.
- B. Alternative sources of funding/assistance will be investigated before the committee makes its decision.
- C. Whenever possible, monies will be paid directly to the provider of service rather than to the agency / individual(s) in need.
- D. Focus for funding will be given to community service agencies that serve the poor and disenfranchised with special consideration given to those that serve the elderly, homeless, and children.
- E. The SPIRIT Club Flex Fund Committee should annually review the programs receiving SPIRIT Club financial support.

Procedures

- Applications for Flex Fund funding **must** be sponsored by a SPIRIT Club member. This person is the champion for the request and responsible for obtaining all background information, answering any questions posed by the committee, collecting W-9, if applicable, and purchasing receipts following the approval of request.
- The completed application form or written request should be submitted to the Foundation office or a member of the Flex Fund Committee.
- The Foundation or members of the Flex Fund Committee will forward the application/request to the Flex Fund chairperson.
- The Flex Fund Committee will review and take action on each application at the next scheduled monthly meeting. If time constraints require immediate action, the chairperson may contact the committee members by phone or via e-mail to review the application, (a minimum of four committee members must agree for a decision to be reached on each application).

- The sponsor for the Flex Fund application may be invited to present their application at the Flex Fund Committee meeting, if so determined by the committee.
- Requests involving amounts up to \$500 will be reviewed and approved or denied by the Flex Fund Committee. The action taken by the Flex Fund Committee will be reported to the SPIRIT Club Steering Committee.
- Requests involving amounts over \$500 will be reviewed by the Flex Fund Committee and presented with a recommendation to the SPIRIT Club Steering Committee for a vote.
- Requests submitted to the Steering Committee for approval will require ten members present to vote.

After final approval:

- Flex fund chairperson notifies sponsor of approval/denial after SC committee meeting.
- Flex fund chairperson forwards application and associated paperwork to SC banker and the Foundation office data coordinator for philanthropic record keeping.
- SC banker completes check request and submits to facility CFO for signature.
- SC Banker receives check from the accounting department and purchases items/gift cards and or forwards check to sponsor for presentation to the community agency/organization.
- AU for SC check request – 851020.69050.010. Activity code 409226623.800